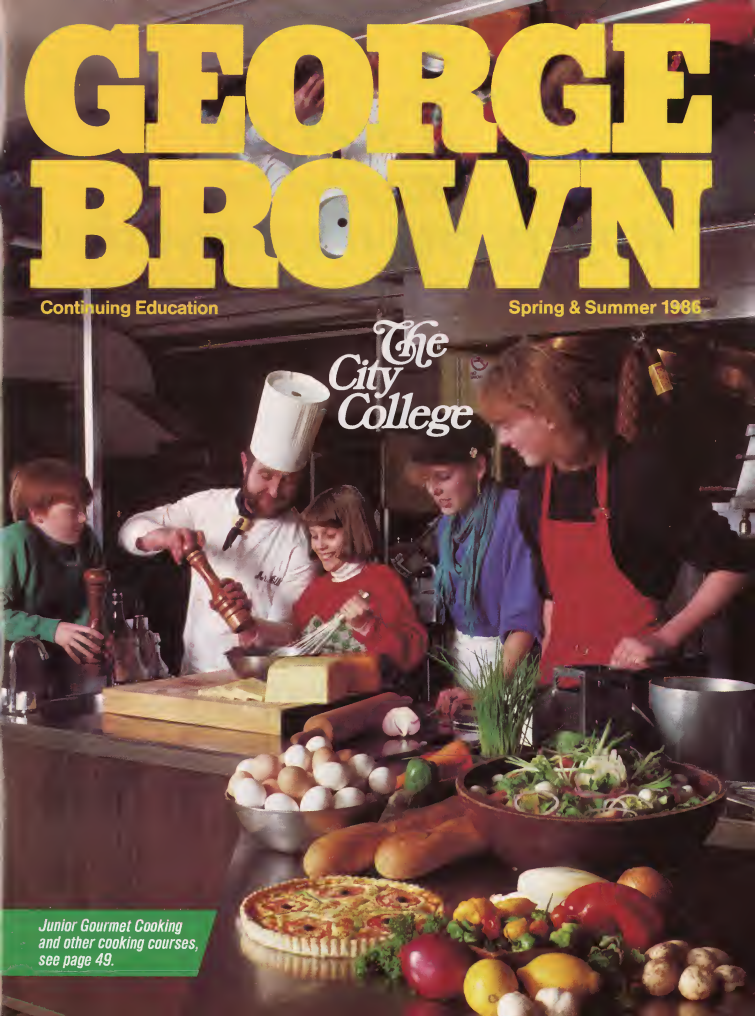
GEORGE BROWN

Continuing Education

Spring & Summer 1986



Junior Gourmet Cooking and other cooking courses, see page 49.

A special academic upgrading opportunity

Let George Brown help you discover your hidden potential for academic success and future job satisfaction. Through academic upgrading, you will receive the necessary mathematics, English or sciences you need to start you on your way to further study in technological or business programs, or to successful employment.

Your special needs will be analyzed by counsellors and teachers in our orientation program.

Individual attention, computer assisted instruction and job search skills will also be provided for you on an on-going basis.

In particular, if you are a woman interested in non-traditional roles such as trades and technology, informative career sessions and hands-on experience will be provided.

Courses Start Each Monday At No Cost To You

Discover what you can achieve.

For information call 967-1212, ext. 2460, 2461 or 2462 and make an appointment to see us.

Changing Directions?

We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers.

The tests will assess your interests, skills and personality characteristics to match you to a career. The Test Centre's staff can also help you with job search techniques and information about the labour market.

For more information call: The Test Centre

967-1212, ext. 4283

E-164

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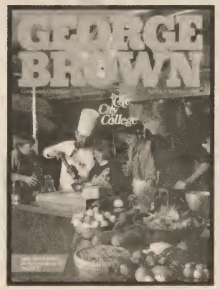
ON THE COVER:

George Brown culinary instructor Terry Allen shows junior gourmet cooking students how to prepare quiche. Allen, originally from New Zealand, worked as a chef at major Toronto restaurants and hotels before joining George Brown. He also spent two-and-a-half years as a member of Britain's Royal Household.

Photographed by Mary Fote in a George Brown cooking lab, Kensington Campus.



Cours en français: voir page 53

President's Message

At George Brown, we recognize that a course is only as good as the instructor who teaches it.

That's why we carefully choose our evening and part-time instructors for their broad understanding and practical grounding in their subjects — as well as their ability to communicate effectively.

For instance, one of our Economics courses is taught by Patrick Luciani — a policy advisor to the Provincial Ministry of Industry, Trade and Technology and a freelance writer on business subjects. Luciani earned his Masters Degree in Public Administration at Harvard University and was a member of the American *President's Commission on Industrial Competitiveness*.

Equally well-versed in a totally different field is Poetry Workshop leader Christopher Dewdney. An important figure in Canada's poetry scene, Dewdney has had six volumes of his work published.

In the field of home buying, condominiums and property investment there are few people with instructor Marilyn Rothman's practical understanding of the Metro Toronto real estate market. Rothman is a real estate broker with her own company who has worked in city real estate for a decade.

The leader of the Junior Gourmet class — featured on the cover of this directory — also brings considerable expertise to his job. Terry Allen is an instructor in our full-time chef training program who has worked at some of Toronto's top restaurants, including the *Inn on the Park*, and has won medals in culinary competitions in Canada, England and New Zealand.

While all our instructors don't have the public profile of these four, they are all experts in the subjects they teach. From Dance and Acting to Insurance and Graphic Design, our instructors are drawn from among the best in Toronto.

We take some pride at George Brown in the quality of instruction in our part-time and evening courses — primarily because they present a special opportunity for your professional or personal development.

D.E. Light
President

George Brown College Board of Governors

Mr. Marvin Gerstein
Chairman
Mr. Donald E. Clune
Vice-Chairman
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Mr. Jack Cole
Mr. James Farley
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Mr. Robert Spencer
Mr. Douglas E. Light
(Secretary-Treasurer)

How to Register

George Brown College makes it easy for you to register by offering two convenient methods of registration. Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

Register at the campus where the course will be offered.
Check the back cover of this directory for the campus' office hours.
Bring along your social insurance number.
You can pay by cash, money order, personal cheque or VISA.
Post-dated cheques are not accepted.
Full payment is due at the time of registration.

Mail Registration

Avoid registration line-ups through George Brown's easy and convenient mail-in registration process:

- Please use the registration form on page 62.
- Include full payment (tuition *and* any applicable material fees) by money order or personal cheque.
- Write the name of the campus where the course will be held on both the registration form *and* the envelope.
- Print your name, course title and course code on the back of the cheque or money order.

Mail the completed form to:

- _____ Campus
(Insert campus for your course here)
Part-Time courses
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9

Mail-in registrations must be received by the College at least three weeks before the course starts.

Admission Requirements

You must be 19 years old by the day your course starts. Exceptions are the special courses offered for children.
Foreign students who are not Canadian Citizens or Permanent Residents must obtain permission to register from Employment and Immigration Canada and present a Student Authorization form at the time of registration.

Confirmation of Registration

Registrations are accepted on a first-come, first-served basis. Receipt of registration form by the College does not guarantee enrolment.
Students registering in person will receive confirmation when they register.
If you register by mail, your registration will be confirmed by mail, time permitting.
If the course you wanted is cancelled or full, you will be telephoned or notified by mail before classes begin.
You should go to the first evening of class unless you hear otherwise.

Fee Receipts

A registration receipt bearing a cash register imprint is your official receipt and must be presented for admission into class, for income tax purposes, and for transfers or withdrawals.
Mail-in registrants will receive their receipts at the first scheduled class of their course.
Duplicate or replacement receipts will not be issued.
Materials fees are not eligible for tax deduction purposes.

Room Location

Rooms will be printed on registration forms for most in-person registrants.
Others should check the main lobby on the first night of class at the campus where their course is offered.
If you need help finding a room, go to the Evening Supervisor's Office.

4 General Information

Counselling

Counselling services at each campus will provide you with educational, vocational and personal counselling. Normal office hours are 8:30 a.m. to 4 p.m.

Counsellors are also available at Casa Loma Campus on Tuesdays and St. James Campus on Thursdays until 6:30 p.m.

Call for an appointment:
Casa Loma: 967-1212, ext. 2274 or 2414
St. James: 967-1212, ext. 3310 or 3311

Certification

Many of the courses in this calendar can lead to college diplomas or certificates. Others may lead to certification or accreditation by external professional or licensing bodies.

In both cases, requirements will be clearly outlined in the course information. For further information contact the Counselling Department at your campus or the chairman of the department offering your course. It is the student's responsibility to request certification. Certificates will be prepared by the Student Records Department upon authorization by the chairman or program co-ordinator.

Advanced Standing

If you have credits from another college or educational institution, and/or related work experience, you may be eligible for advanced standing in certificate and diploma programs.

Grades/Credits

Graduates will receive a certificate including a short description of the course approximately one month after the course has ended.

These certificates may indicate grades received using the letter or pass/fail systems. Some will simply indicate complete/incomplete status. The system used will depend upon the type of course or program chosen.

Transfers

Requests for course transfer will be acceptable only if made before the third scheduled class and if space is available. Requests for transfer must be made in person or in writing and must be accompanied by the registration receipt. Transfers will be considered as a withdrawal from the first course and a registration in the second. Full fees will apply to the second course chosen. A fee of $5 is charged for this service.

Withdrawal and Refund

If you withdraw **before** the third scheduled class, you are entitled to a refund.

Apply in person or by mail to your Campus Admissions Office. A registration receipt must be presented before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal.

Fees will be refunded except for a service charge of $5 and a charge of $5.00 per scheduled class to a maximum of $10.00, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes. Where a material fee has been paid, refunds will depend upon the amount of materials already used by the student during classes.

Please allow four weeks for the processing and mail delivery of College refund cheques.

Course Cancellation/Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment. Courses will be cancelled if there is insufficient enrolment or if the instructor cannot be suitably replaced. Every effort will be made to notify students by phone.

A full refund will be made if a course is cancelled. Please allow four weeks for processing and mail delivery.

Transferees may have their original payment credited to the new course. Overpayments will be refunded by mail.

Should the start of a course be postponed, registrants will be notified by telephone of the revised start dates.

Statutory holidays are not considered when advertising course termination dates. This may result in your course running a night longer if a holiday occurs during your course. The same can occur if a class is cancelled.

Financial Assistance

Financial aid is available to some part-time students taking post-secondary credit courses. To find out if you are eligible, call or visit the Student Services Office at 500 MacPherson Avenue (opposite Casa Loma Campus), 967-1212.

Books and Supplies

You can buy books and supplies at Campus Bookstores. Your instructor will tell you which books you will need for the course during the first class.

For your convenience, the bookstores are open in the evening during the first two weeks of each semester. For more information call 967-1212 and ask for the Bookstore at your campus.

Foreign Students

Students who are not Canadian citizens or permanent residents need permission to register from Employment and Immigration Canada. For more information call 967-1212 and ask for the part-time Admissions Office at the campus where your course is offered.

Senior Citizens

If you are 65 or older, you may register in any of the courses in this directory for $5.00 plus any applicable material fee. Please be prepared to supply proof of age.

Parking

All George Brown campuses are in downtown Toronto and parking may be difficult. The TTC provides excellent service to each campus.

We suggest you leave your car at home and take the TTC instead. Call TTC information for routes to our campuses: 484-4544.

This directory is prepared several months ahead of the semester. Every effort is made to ensure that the information provided is accurate, however some changes may take place from the time of publication.

5 Business

Certificate Programs

George Brown's Business Division offers a number of Part Time Certificate Programs. These Programs comprise of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs.

Certificate Programs are available in:

- Accounting
- Business Management
- Records Management
- Secretarial Practice
- Marketing
- Paperwork Simplification
- Archival Practices (Fall & Winter semesters)
- Business Procedures Analyst (Fall & Winter semesters)
- Canadian Credit Union Institute Fellows Program (CCUI)
- Business Management Studies (OMDP)
- Managing Productivity Improvement

NOTE: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed.

Register for all part-time business courses at St. James Campus, 200 King St. E., east of Jarvis.

For more information, about certificate programs in the Business Division, please call 967-1212, ext. 3289, 3290, 3291.

Certificate in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 **Courses:**

4 Compulsory, 2 Electives
ACC 100X — Accounting I
ACC 102X — Accounting II
ACC 202X — Cost Accounting I
EC 903—Economics

Electives
BUS 900A Business Management I
BUS 900B Business Management II
ENG 933 Bare Essentials
OMDP 902A Ontario Business Law I
OMDP 902B Ontario Business Law II (Winter only)
EDP 100X Introduction to Data Processing

Certificate in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.
Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience. Students are expected to complete the program within a maximum of 3 years.
Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 electives.

Compulsory
BUS 900-A Business Management I
BUS 900-B Business Management II
MARK 100X Marketing
ACC 100X Accounting I

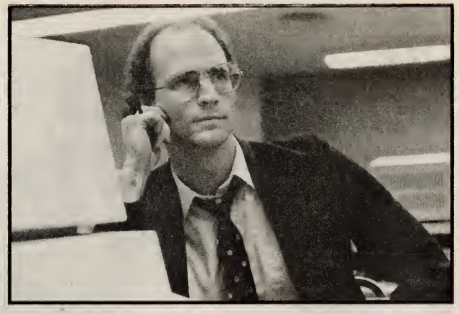
Electives
EDP 100X Introduction to Data Processing
ACC 102X Accounting II
ACC 202X Cost Accounting I
ENG 933 Bare Essentials
OMDP 902A Ontario Business Law I
OMDP 902B Ontario Business Law II (Winter only)
OMDP 907 Effective Supervision—Human Relations
EC 903 Economics

Certificate in Secretarial Practice

This program will appeal to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.
Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Appliants with a lower level of formal education will be considered if they have had related business experience. Students are expected to complete the program within a maximum of 3 years.
Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
5 compulsory, 1 elective

Compulsory
TYP 905 Advanced Typing
SHP 900A&B Pitman Shorthand—Theory
SHP 901 Pitman Shorthand—Speed
ENG 933 Bare Essentials
RM 900 Introduction to Records Management (Fall & Winter only)



Electives
OMDP 902A Ontario Business Law I
OMDP 902B Ontario Business Law II (Winter only)
EDP 100X Introduction to Data Processing
MARK 100X Marketing
BOK 552X Bookkeeping
RM 901 Advanced Records Management (Fall & Winter only)

Certificate in Records Management

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.
Persons aspiring to management positions in these areas should find this program particularly helpful.

6 Courses:

2 Compulsory, 4 Electives
RM 900 Introduction to Records Managment
RM 901 Advanced Records Management

Electives
Choose a minimum of two
RM 902 Forms Management
RM 903 Manuals Management
MICRO 900 Microfilm for Your Business
FORM 900 Procedural Analysis
FORM 901 Forms Design
BUS 800 Archives Management

Choose a maximum of two related courses from the general Business offerings.

Certificate in Marketing

This program will interest those who are presently employed in the marketing side of business. It will afford them an opportunity to become more rounded in the field of marketing and it may help them to advance in their careers. The program will also appeal to those who are not yet employed in the field, but have a keen interest in the subject.
The program is anything but theoretical. Lecturers are chosen from business and will bring vast marketing experience to the students. This, combined with textbook studies and case analysis will prepare students for practical application of their knowledge.

6 Courses

4 Compulsory, 2 Electives
MARK 100X Marketing—Introduction to
MARK 205X Marketing Management I
MARK 904 Introduction to Advertising
MARK 905 Introduction to Retail Management

Electives
MARK 202X Marketing Research and Information Systems
MARK 903 Industrial Marketing
LAW 900 Marketing Law
MARK 906 Consumer Behaviour
MARK 902 Retail Advertising Copy Writing

Canadian Credit Union Institute (CCUI) Fellows' Program

Credit Union Central of Ontario
180 Duncan Mill Road
Don Mills, Ontario M3B 3K3
(416) 441-2900

NEW

The CCUI Fellows' Program consists of 10 courses (three parts) designed to increase professional competence of personnel in co-operative finance so that credit unions can more effectively contribute to the development of Canadian society.

Complete details on this program may be obtained from:

Admission Requirements: Admission is restricted to employees of credit unions or co-operative industries which are members of CCCS. In addition, applicants must meet the entrance requirements of George Brown College.

Program: The program includes six compulsory courses and four options from among the approved courses. Only two options under each subject category are allowed.

EQUIVALENCY COURSE LIST

CCUI	COURSE NUMBER	GEORGE BROWN
Letter of Recognition		
Accounting	ACC 100X	Accounting I
Business Administration	BUS 900A	Business Management I
Letter of Commendation		
Economics	EC 903	Economics
Marketing	MARK 100X	Marketing
Plus 2 approved options		
Fellows Designation		
Business Strategy		N/A
Co-operative Studies		available only through CCUI
Plus 2 approved options		

APPROVED OPTIONS

CCUI	COURSE NUMBER	GEORGE BROWN
Business — General		
Business Law	OMDP 902A	Ontario Business Law I (half-credit)
	OMDP 902B	Ontario Business Law II (half-credit)
Management of Financial Resources		
Business Finance	ACC 102X	Accounting II
Financial Accounting	ACC 200X	Financial Accounting I
Investment Management	ACC 203X	Financial Accounting II
Management Information Systems	EDP 800	Microcomputers in Business
Management of Human Resources		
Personnel Management	OMDP 906 (half-credit)	People Management: Tools & Techniques
	OMDP 907 (half-credit)	Effective Supervision: Human Relations
Organizational Behaviour	PSY 908	Psychology: Human Resource Management (See Liberal Studies)
Marketing		
Consumer Behaviour	MARK 906	Consumer Behaviour
Promotion Management	MARK 202X	Marketing Research & Information Systems
	or	
	MARK 904	Introduction to Advertising
Quantitative Methods		
Computer Concepts	EDP 100X	Introduction to Data Processing

Certificate in Accounting

Compulsory

Accounting I — ACC 100X

Prerequisite: BOK 552X or equivalent. Proof must be exhibited at time of registration. Acceptable proof is: Certificate of Completion of BOK 552X or a letter from present employer stating present experience and/or duties.
This course will cover the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems will also be studied. Major topics will include: the accounting equation; balance sheet preparation; income statement preparation; the end-of-period process; cash and receivables; inventory and plant and equipment.

NOTE: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further.
Text: Fundamental Accounting Principles (latest edition) plus workbook.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 and purchase of text.
See equivalency for CMA, CGA, CCUI, page 7 & 9.
April 22 to June 26

Accounting II — ACC 102X

Prerequisite: ACC 100X or equivalent. Transcript of grades must be produced at time of registration.
This course deals with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, with cost accumulation, cost control and financial planning.
Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis:
Text: Fundamental Accounting Principles (latest edition) plus workbook.

Mon. & Wed., 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 and purchase of text.
See equivalency for CMA, CGA, CCUI, page 7 & 9.
April 21 to June 30

Cost Accounting I ACC 202X

Prerequisite: ACC 100X, ACC 102X or equivalent standing.
The course is designed for students who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.
Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.
Text: Cost Accounting Planning & Control (latest edition).

Mon. & Wed., 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 and purchase of text.
April 21 to June 30

Economics EC 903

Course Content: Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance. Civics, organizations of federal, provincial and municipal governments.

Mon. and Wed., 6:30 to 9:30 p.m. St. James Campus
84 hours Fee: $110.00 and purchase of text.
See equivalency page 9.
May 5 to August 13

Electives

Business Management I BUS 900A

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada; an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling communication and directing. Management; qualifications, senior management, first line management, middle management.
Text: Business in the Canadian Environment.

Tues., 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $5.00
and purchase of text.
See equivalency for CCUI, page 7.
April 29 to August 5

Business Management II BUS 900B

Second part of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.
Text: Business in the Canadian Environment.

Wed., 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $5.00
April 30 to July 30

Ontario Business Law I (79-051—79-060) OMDP 902A

This course helps students to develop an understanding of the legal aspects faced by Ontario businesses. It enables the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Wed., 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $5.00
plus purchase of course kit.
See equivalency for CMA, CGA, CCUI, page 7 & 9.
April 16 to June 18

Introduction to Data Processing EDP 100X

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience using BASIC.
Text. BASIC Fundamentals and Style.

Mon. & Wed. or Tues. & Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
See equivalency for CCIU, page 7.
April 21 or 22 to June 30 or 26

Accounting

Cost Accounting II ACC 204X

Prerequisite: ACC 202X
This course introduces the student to the more complex cost accounting concepts and techniques, responsibility accounting and systems control of materials, labour and overhead, budget and budgetary controls, standard cost systems and variances.
Text: Cost Accounting, Planning & Control (latest edition).

Mon. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00, plus purchase of text.
April 21 to June 30

Financial Accounting I ACC 200X

Prerequisite: ACC 100X and ACC 102X.
This course emphasizes the underlying theoretical structure of accounting. Topics include a review of accounting principles and concepts and financial statement preparation; valuation of current assets and liabilities; valuation of operational assets.
Text: Intermediate Accounting (latest edition).

Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
78 hours Fee: $78.00
See CCUI equivalency page 7.
April 30 to July 30

Financial Accounting II ACC 203X

Prerequisite: ACC 200X
This course is a continuation of ACC 200X. Topics include the formation and capital structure of limited companies; accounting for bonds and long term liabilities and investments; accounting for income tax, pension and lease costs; statement of changes in financial position, analysis of financial statements and accounting for inflation.
Text: Intermediate Accounting (latest edition).

Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
78 hours Fee: $78.00
See equivalency for CCUI, page 7.
April 30 to July 30

CMA — Society of Management Accountants

The Society of Management Accountants, "The CMAs" offer a full program of courses at George Brown College, St. James Campus, leading to the Professional Management Accounting Designation — CMA. Professional accreditation as a Certified Management Accountant is earned by successfully completing (or receiving exemption from) the examinations based on the academic program. Applicants must also demonstrate an ability to apply that knowledge through a minimum of two years related work experience. This is usually accomplished by students while they are completing their CMA Studies. Further information can be obtained from the St. James Campus, 200 King St. E., or from the Society at, Ste. 910 — 20 Victoria St., Toronto, Ontario M5C 2N8, Telephone: 363-8191. Registrations taken at: 20 Victoria St., Suite 910. Courses held at: St. James Campus, 200 King St. East. Deadline: March 10, 1986.

CMA Courses

SPRING SEMESTER 1986 Week of April 7

Commercial Law
Organizational Behaviour
Economics
Management Accounting II
Intermediate Accounting II
Management Accounting III
Data Processing
Taxation
Internal Auditing

C.G.A./S.M.A. Exemptions

The courses listed below have been granted exemptions by C.G.A & S.M.A. as noted. An average grade B is required to obtain exemptions. This Exemption Policy will apply as long as course content is acceptable to the associations.

Our Course #	C.G.A. #	C.M.A. #
ACC 100X & 102X	ACC 101	Intro. Acctg
EC 903	Economics 104	Economics
ACC 200X	ACC 211	Interm. Acctg. I
ACC 203X	ACC 222	Interm. Acctg. II

Certificate in Business Management

Compulsory

Marketing MARK 100X

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.
Text: Foundations of Marketing

Mon. & Wed., 6 to 8:30 p.m. or Sat. 9 a.m. to 3 p.m.
St. James Campus
50 hours Fee: $50.00 and purchase of text.
April 21 to June 30 or
April 26 to July 5

Business Management I BUS 900A

For course description, see page 8.

Business Management II BUS 900B

For course description, see page 8.

Accounting I ACC 100X

For course description, see page 7.

Electives

Introduction to Data Processing EDP 100X

For course description, see page 8.

Accounting II ACC 102X

For course description, see page 7.

Cost Accounting ACC 202X

For course description, see page 8.

Ontario Business Law I (79-051—79-060) OMDP 902A

For course description, see page 8.

Economics EC 903

For course description, see page 8.

Effective Supervision—Human Relations (75-01) OMDP 907

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course. Topics covered include: understanding people, selection and induction, training and instructing employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communication, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Thurs., 7 to 10 p.m. or Sat. 9 a.m. to 3 p.m.
St. James Campus
30 hours Fee: $30.00 Materials: $5.00 plus purchase of course kit.
April 17 or 19 to May 31 or June 19

Certificate in Secretarial Practice

Compulsory

Typewriting III (Advanced) TYP 905

Prerequisite: 35 w.p.m. or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 50 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; skill development to bring the typist up to 50 w.p.m. or better on five-minute tests.
Text: Keyboarding for Canadian Colleges Career Course (latest edition) & drill book.

Tues. & Thurs., 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $10.00
and purchase of text.
April 22 to June 26

Pitman Shorthand Theory I SHP 900A

Prerequisite: Grade 12 English or equivalent, 45 w.p.m. in typing.
Course Content: Introduction to theory of Pitman Shorthand, through coverage of short-forms and phrases, laying a good foundation for speed development in subsequent courses.
Text: New Basic Course in Pitman Shorthand, plus drill book.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus 72 hours Fee: $72.00
and purchase of text.
April 22 to July 15

Pitman Shorthand Theory II SHP 900B

Prerequisites: SHP 900A or acceptable background determined by test.
Course Content: Continuation of the theory, developing of techniques in taking dictation at speeds of up to 100 w.p.m. and transcribing it in mailable form.
Text: New Basic Course in Pitman Shorthand, plus drill book.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus 72 hours Fee: $72.00
and purchase of text.
April 22 to July 15

Pitman Shorthand — Speed Development SHP 901

Prerequisite: SHP 900A & B or equivalent, and 45 w.p.m. in typewriting.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on short forms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form.
Text: New Basic Course in Pitman, plus drill book.

Mon. and Wed. 6 to 9 p.m.
St. James Campus 60 hours Fee: $60.00
and purchase of text.
April 21 to June 30

Electives

Ontario Business Law I (79-051 — 79-060) OMDP 902A

For course description, see page 8.

Introduction to Data Processing EDP 100X

For course description, see page 8.

Bookkeeping I BOK 552X

This course provides students with a sound knowledge of bookkeeping concepts and procedures which form the basis of any accounting system. It allows students to enter the job market in the field of bookkeeping and it will prove to be a solid background for those students who want to continue with more advanced studies of accounting.
Major topics will include: analyzing business transactions affecting assets, liability and owner's equity accounts, as well as, revenue and expense accounts; recording business transactions; the trial balance; posting, adjustments and closing entries; accounting for professional enterprises; financial statements, petty cash and payroll.
Text: Accounting I — Syme, plus workbook.

Tues., 6 to 9 p.m. plus 2 Sat. — 4 hr. sessions
St. James Campus
50 hours Fee: $50.00 and purchase of text.
April 22 to July 29

Marketing MARK 100X

For course description, see page 9.

Certificate in Marketing

Compulsory

Marketing MARK 100X

For course description, see page 9.

Introduction to Advertising MARK 904

You may find that an ad gets your attention, but you are not quite sure why. The answer is found in understanding the components of advertising — headline, layout, illustration and copy.
This course will demonstrate how to use each of these components effectively. Additional topics in the course are: The use of consumer research in identifying those people who are most likely to buy, creative strategy (what message to use), selection of appropriate media, pros and cons of using T.V. versus radio versus print.
Text: Advertising Theory and Practice (latest edition).

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $42.00 and purchase of text.
See equivalency for CCUI, page. 9.
April 12 to May 31

Introduction to Retail Management MARK 905

This course is designed to provide basic retail tools and knowledge to the student. Participants will be encouraged to use their own business as a case study.
Although the course is designed primarily for "people in business", those who are inclined to become "self-employed" or aspire to a retail management position would be well advised to enroll. Experienced instructors who are professional retail managers are able to identify most common problems and deficiencies and can provide solutions and instructions in simple understandable terms. Course Content: Planning and budgeting; inventory control; merchandising; cost control; security; personnel, advertising and promotion.

Thurs., 6 to 9 p.m. St. James Campus
42 hours Fee: $74.00 and purchase of text
May 1 to July 31

Marketing Management I MARK 205X

Prerequisite: MARK 100X and MARK 202X
This course interrelates elements of the marketing mix that were studied separately in previous courses by comparing various strategies and their underlying causes, relating these to product and price. Text, cases, computer simulation, project.

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $42.00 and purchase of text
May 24 to July 5

Electives

Industrial Marketing MARK 903

The purpose of this course is to develop an understanding and a working knowledge of marketing in the industrial sphere.
The student upon completion of the course will be able to effectively apply the marketing concept to the marketing of industrial products.

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $79.00 and purchase of text
April 12 to May 31

Marketing Research and Information Systems MARK 202X

Prerequisite: MARK 100X or equivalent.
Designed for the user of information rather than for the technical research specialist. The course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques, text, cases, and a project are covered.
Text: Marketing Research (latest edition).

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $42.00 and purchase of text.
See equivalency for CCUI, page. 7.
April 12 to May 31

Consumer Behaviour MARK 906

Marketing refers to the process of satisfying consumers' needs. This course examines consumers and their motivations relating to purchase decisions.
Course Content: The effects of social class on purchasing behaviour; consumers' acceptance of certain new products and rejection of others; the debate whether consumers are manipulated to buy products they do not really need; personality differences and their effects on purchasing behaviour; attitudes on purchasing behaviour; attitudes and beliefs — can they be changed by advertisements?
Text: Consumer Behavior (latest edition).

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $74.00 and purchase of text.
See equivalency for CCUI, page. 7.
April 12 to May 31

Retail Advertising Copy Writing MARK 902

Prerequisite: Retail advertising copywriting and/or practical experience.
The advanced level of instruction combined with workshops will enhance the students' chances of obtaining full-time employment.
Course Content: Writing copy of regular price, sale, image and institutional advertisement; radio and television writing; direct mail, billboards and poster. Term project entails creating a complete advertising compaign using all media covered in this course.

Sat. 9 a.m. to 3 p.m. St. James Campus
30 hours Fee: $105.00 and purchase of text if required.
April 12 to May 24

Insurance Courses Leading to A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada
An examination fee of $30 per A.I.I.C. subject is collected by the Institute. The examination fee for General Insurance Essentials is currently $24.

REGISTRATION DEADLINES
Courses: April 7, 1986
Examinations: May 15, 1986

Principles and Practice of Insurance INS 911

This course introduces the insurance business; the organization and operation of insurance; law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.
NOTE: This course is a prerequisite for any other A.I.I.C. subject.

Mon., 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 14 to June 30
May 24 to June 28

Insurance on Property I INS 912

Prerequisite: INS 911.
Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Wed., 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 16 to July 2

Insurance Against Liability INS 913

Prerequisite: INS 911
The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences The Law of Negligence — Province of Quebec.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 17 to July 3

Automobile Insurance INS 914

Prerequisite: INS 911
Introduction and development, and applications in general, applications for Owner's form (S.P.F.I.); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws; highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Tues. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 15 to July 1
May 24 to June 28

Insurance Accounts and Finance INS 916

This course is the mandatory last course in the A.I.I.C. program.
Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods interrelationship of accounting and statistical departments: books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 16 to July 2

Claims I INS 917

Prerequisites: INS 911, INS 912, INS 914.
An introduction to insurance claims; the independent adjuster; the insurer's claims department; the contract; the policy; investigation and settlement; the adjuster's role; first party claims: automobile; first party: property; first party claims: commercial property: Third party claims; documentation: property claims; aids to implementing adjustment.

Mon. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 14 to June 30
May 24 to June 28

Bodily Injury Claims INS 932

Prerequisite: INS 911, INS 915
Course Content: Investigtion and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, Disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 17 to July 3

Insurance on Property II INS 933

Prerequisite: INS 911, INS 912.
Business fire coverages; extended coverage endorsements E.C.K.L.J. rating: fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Mon., 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 14 to June 30

Insurance on the Person INS 934

Prerequisite: INS 911.
History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems. Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Wed., 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 16 to July 2
May 24 to June 28

Insurance Against Crime INS 935

Prerequisite: INS 911
Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery. Theft insurance — church theft, residence theft; broad form coverage — money and securities policy (broad form); safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Tues., 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 15 to July 1

Building Construction/ Fire Protection and Basic Hazards INS 936

Prerequisite: INS 911
A comprehensive study of fire hazards in general and building construction, in particular. Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 16 to July 2

Industrial and Process Hazards INS 937

Prerequisite: INS 911, INS 936
Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 17 to July 3
May 24 to June 28

Casualty Loss Prevention INS 938

Prerequisites: INS 911, INS 913, INS 935
Course Content: Owner's landlords' and tenants' liability: Introduction, inspections, exit requirements, swimming pools, schools, day nurseries and schools, day nurseries and school camps elevator liability. Manufacurers' and contractors' liability. Crime: Introduction, fidelity bonds, crime inspections, physical protection. Burglar alarm systems: Introduction, burglar alarm equipment and wiring methods, choice of alarm system. Safe and vaults: robbery.

Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 15 to July 1

Business Interruption INS 940

Prerequisite: INS 911, INS 912
Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.
Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Mon., 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 14 to June 30

Casualty Covers INS 943

Prerequisite: INS 911
Glass Insurance - policy coverage, underwriting, claims; surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance, air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance, commercial credit insurance.

Thurs. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 17 to July 3
May 24 to June 28

Claims II INS 946

Prerequisites: INS 911, INS 933
Principles governing settlement; preserving the evidence; general liability claims professional and products liability claims; fidelity bond claims; surety bond claims; claims evaluation, settlement negotiation, and claim termination; civil procedure.

Thurs. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 17 to July 3
May 24 to June 28

Personal Lines Production INS 971

Prerequisite: INS 911
The insurance business — an overview; definitions and explanations; organization of the insurance business. Sales — an introduction; selling individual selling skills. Legal background; jurisdiction — federal and provincial; tort; agency; contract law. Home insurance; automobile insurance; life insurance.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 17 to July 3

Commercial Lines Production I INS 972

Prerequisite: INS 911, INS 971.
A comprehensive program of Risk Management Analysis, stressing the four categories of insurance; Property, casualty, business interruption, and life insurance. This course deals with the ever changing insurance environment helping to identify the insured and insurer's needs. The program uses case management techniques as well as reviews the various policy wordings. This course is highly recommended for insurance brokers and underwriters.

Mon. 5:30 to 8:30 p.m. or Sat. 9 a.m to 4 p.m
St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 14 to June 30
May 24 to June 28

General Insurance Essentials — Part I INS 981

This couse is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in co-operation with the Insurance Institute of Canada
Note: No course other than INS 950B may be taken concurrently with this course.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 17 to July 3

General Insurance Essentials — Part II INS 982

Prerequisite: INS 981
Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Credit will be granted for INS 911 and one other optional subject in the A.I.I.C. offerings.
NOTE: No course other than INS 981 may be taken concurrently with this course.

Tues. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
April 15 to July 1
May 24 to June 28

Basic Broker Registration (General Lines Insurance) INS 944

Intended for those preparing for broker registration in RIBO (acting under supervision). Also useful for non-producer broker staff, insurance buyers, adjusters, insurance company personnel. Instructors are drawn from among leading brokers.
This evening courseis equivalent to the 10 day broker registration course offered by IBAO at the School of Insurance in Toronto.
Course Content: Emphasis on the skills required of new brokers by RIBO: Principles and practices, RIBO Act information and regulations, commercial property, personal lines, liability, automobile, crime, bonds brokerage office operations and routines.

Tues. and Thurs. 6 to 9 p.m. St. James Campus
72 hours Fee: $138 00 Materials: $160.00,
(Mandatory with registration).
RIBO Examination Fee: $35.00
April 15 to July 8

The Creative Manager I NEW BUS 814

This course is for anyone who wishes to be more creative and innovative in their job. Creativity is, in part, an acquired skill. The ability of Canadian firms to compete effectively in a global economy depends on the firm's ability to innovate.
The course assists individuals in recognizing and developing the creative talents inherent in all of us. Creative problem-solving techniques such as brainstorming and synectics are applied to actual problems facing business today. The use of creative techniques in planning, organizing, managing, financing and marketing are developed. The course draws upon cases from small businesses and big businesses in both the private and public sectors.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $145.00
April 21 to June 30

Seminars

Importing Seminar BUS 919

A one-time opportunity to get all the answers regarding importing. Some topics covered are: starting an importing business; marketing for imports in Canada; sourcing an import; rules and regulations; purchasing and financing; pricing and mark-ups; distribution levels.

Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $65.00 Materials: $10.00
April 5 or July 12

Franchising Seminar BUS 804

This seminar provides a clear understanding of the nature of a franchise system and a thorough appreciation of the relationship between the franchisor and the franchisee. It will be of particular interest to participants who may be contemplating the purchase of a franchise operation; it will also appeal to the entrepreneur who is considering expansion of an existing business through franchising.
Topics: definitions & criteria; advantages & disadvantages to franchisor & franchisee; areas & methods of investigation; profitability and financing; the franchise agreement & other legal dimensions.

Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $65.00
April 12 or May 10

Understanding Financial Statements Seminar BUS 803

This seminar is designed for business people with no previous knowledge of accounting who would like to know the basics of reading and interpreting financial statements.
Topics: the balance sheet; the income statement; changes in the financial position; notes of the financial statement; report of the accountant or auditor.

Sat. 9 a.m. to noon OR 1 to 4 p.m.
St. James Campus
3 hours Fee: $35.00
May 3

Taxation BUS 808

This seminar will clarify the principles underlying Canadian taxation. It has been designed for anyone interested in tax planning, in particular, present and future small business owners whether their business is incorporated or individual.

Sat. 9 a.m. to 5 p.m. St. James Campus
8 hours (one hour for lunch) Fee: $60.00
April 26

Effective Labour Relations BUS 809

This seminar is designed to help supervisors, managers, industrial relations officers, deal effectively with aspects of labour relations where collective agreements are established or where certification is possible.

Sat. 9 a.m. to 5 p.m. St. James Campus
8 hours (one hour for lunch) Fee: $60.00
April 26

Ontario Business Law BUS 810

This seminar will enable you to organize your business within the framework of the law. Topics include business structures, contracts and legal implications.

Sat. 9 a.m. to 5 p.m. St. James Campus
8 hours (one hour for lunch) Fee: $60.00
April 26

Effective Supervision — Human Relations BUS 811

This seminar will assist you in understanding the basic needs of people in the work situation. Attention will be focused on selection, training, motivation, morale, compensation and communications.

Sat. 9 a.m. to 5 p.m. St. James Campus
8 hours (one hour for lunch) Fee: $60.00
April 26

How To Start a Small Business BUS 812

This seminar is intended to help people interested in starting their own business. You are provided with a general orientation that points out the main considerations for success.

Sat. 9 a.m. to 5 p.m. St. James Campus
8 hours (one hour for lunch) Fee: $60.00
April 26

Managing The Marketing Function BUS 807

This seminar explains the marketing function. You will explore the evolving marketplace and adopt a competitive stance designed to meet the realities of your market.

Sat. 9 a.m. to 5 p.m. St. James Campus
8 hours (one hour for lunch) Fee: $60.00
April 26

Study Skills NEW BUS 806

This seminar is designed to provide a concise presentation of effective study habits. The skills discussed apply to virtually all students. Through a variety of methods and examples, each student is encouraged to incorporate a number of different approaches to improve performance *both* in class and during the examination.

Sat. 9 a.m. to 3:30 p.m. St. James Campus
6½ hours (one hour for lunch) Fee: $25.00
April 26

Computer Studies

Introduction to Data Processing EDP 100X

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience using BASIC.
Text: BASIC Fundamentals and Style

Mon. & Wed., or Tues. & Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
April 21 or 22 to June 30 or 26

Cobol I EDP 101X

Prerequisite: EDP 100X or equivalent. Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.
Text: COBOL: A Structured Approach

Tues. & Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
April 22 to June 26

Cobol II EDP 200X

Prerequisite: A "C" standing in Cobol I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.
Text: COBOL: A Structured Approach

Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
April 22 to June 26

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Microcomputers in Business EDP 800

Prerequisite: Basic knowledge of microcomputer operations.
This course is of particular interest to those acquainted with general procedures for processing business information. Various types of commercially available productivity software will be introduced, including: BASIC, electronic spreadsheet, wordprocessor, data manager, graphics and integrated packages. Learning is reinforced by hands-on application exercises in most of these areas.

Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee: $94.00 Materials: $8.00
plus purchase of text.
See equivalency for CCUI, page 7.
April 26 to July 12

For more information, about this course, please call 967-1212, ext. 3289/3290.

Introduction to dBASE II PRGM 994

This hands-on course will be of interest to beginners and self-taught users. You will learn the capabilities, limitations and constraints of the system as well as the key commands, and how to construct and use dBASE II applications.

Mon. 6 to 9 p.m. St. James Campus
15 hours Fee: $95.00 Materials: $5.00
May 12 to June 16

Advanced dBASE II PRGM 995

Prerequisite: PRGM 994
This course reaches beyond the basics and is designed for the would-be expert. It requires a working knowledge of dBASE II fundamentals.

For more information about this course, please call 967-1212, ext. 3289/3290.

Mon. 6 to 9 p.m. St. James Campus
15 hours Fee: $75.00 Materials: $5.00
April 7 to May 15

Introduction to dBASE III NEW PRGM 997

Prerequisite: Familiarity with Microcomputers. dBASE III is the latest version of dBASE. It is one of the most popular database management software packages around for microcomputers. Learn the steps for creating, editing and displaying data records. You are introduced to sorting, indexing and preparing reports and elementary dBASE programming.

Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $105.00 Materials: $5.00
May 5 to May 16

Introduction to Lotus 1-2-3 NEW BUS 813

Prerequisite: Basic knowledge of microcomputers. Lotus 1-2-3 is one of the most fascinating business software packages ever made for microcomputers. This popular electronic spreadsheet combines power and flexibility with ease of use. This course provides a clear, concise and practical approach to 1-2-3 that will benefit not only the novice but also those who already have some knowledge of 1-2-3.

For more information about this course, please call 967-1212, ext. 3289/3291.

Thurs. or Fri. 6 to 9 p.m. St. James Campus
18 hours Fee: $195.00 Material Fee: $20.00
April 10 or 11 to May 15 or 16
May 29 or 30 to July 3 or 4

Basic Keyboarding I KB 100X

This course is designed for those with no or almost no previous knowledge of typing. After the keyboard is thoroughly covered the remaining time will be spent on drills to promote speed and accuracy. A speed of 20 to 25 words per minute is the desired goal.

Mon. and Wed. OR Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $5.00
and purchase of text.
April 21 or 22 to June 30 or 26

Computer Literacy (An Introduction to Microcomputers) PRGM 993

This course provides a straightforward introduction to the computer age. It covers the basic fundamentals of how computers work, what they can do, their limitations, and what is available today. Computer terminology is explained in straightforward terms, with helpful visual and audio-visual materials. Includes hands-on experience.

Wed. 6 to 9 p.m. or Sat. 1 to 4 p.m.
St. James Campus
15 hours Fee: $65.00 Materials: $10.00
and purchase of text.
April 23 or 26 to May 28 or 31
June 4 to July 2
June 14 to July 12

For more information, on computer courses in the Business Division, call (416) 967-1212, ext. 3289/90.

For more courses in computer studies, see the Computer Studies section of this calendar.

Typing

Typewriting (Beginning) TYP 901

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting set-ups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys are taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part). The names, care, and proper manipulation of the parts of the machine are introduced as required. Also the rules of syllabication and capitalization, tabulation and letters are covered.
Text: Keyboarding for Canadian Colleges Career Course (latest edition) plus drillbook.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $5.00
and purchase of text.
April 21 or 22 to June 30 or 26

Typewriting II (Intermediate) TYP 903

Prerequisite: 25 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centring and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m.
Text: Keyboarding for Canadian Colleges Career Course (latest edition) plus drillbook.

Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $20.00
and purchase of text.
April 21 to June 30

Typewriting III (Advanced) TYP 905

For course description, see page 10.

Word Processing

Word Processing Concepts WORD 113X

Course Content: This course introduces the student to purpose and place of word processing and examines equipment and types of word processing systems.
Text: Office Automation Concepts and applications.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $5.00
and purchase of text.
April 24 to June 26

Word Processing I WORD 201X

Prerequisite: Grade 12 English and 45 wpm in typing (test required)
Course Content: This course is designed for the student who has already substantial office experience and who wishes to acquire the skills to operate word processing equipment effectively. Intensive hands-on-training will be provided on "The Wang system".

Mon. and Wed. 6 to 9 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
30 hours Fee: $138.00 Materials: $15.00
April 21 or 26 to May 26 or 31
June 2 or 7 to July 2 or 5

Intermediate Word Processing WORD 800

Prerequisite: WORD 201X or proof from employer of practical experience required when registering. Continued training on the Wang System. Introduction to glossary. Students will be able to create, manipulate and print documents using the following functions: Merge, Dual Column and Repagination.

Tues. and Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $138.00 Materials: $15.00
April 22 to May 22
June 3 to July 8

Advanced Word Processing WORD 801

Prerequisite: Intermediate Word Processing. This course continues training on the Wang System. Topics include: advanced glossary functions including Decision Processing; Mathematics Support Package; Document Merge; Alternating Headers and Footers; and Column Edit. Demonstrations include: Format modification, index generator and superglobal replace.

Fri. 6 to 9 p.m. St. James Campus
30 hours Fee: $138.00 Materials: $15.00
April 25 to July 4

Legal Office Procedures

Legal Office Procedures Part I OP 206X

Prerequisites: Grade 12 English and a typing speed of 45 w.p.m. Proof required when registering. To arrange for a typing test, please call 967-1212, ext. 3331 or 3332.
In addition to development of typing skills, this course focuses on the varied duties involved in running a legal office. Emphasis is placed on the thorough understanding and accurate preparation of the correspondence and up-to-date documents involved in the various facets of law covered.

Tues. & Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $5.00
and purchase of text and workbook.
April 22 to June 26

Legal Office Procedures — Part II OP 216X

Prerequisite: Grade 12 English and 45 w.p.m. typing speed, OP 206X — Legal Office Procedures — Part I or acceptable work experience in a legal office. Proof required when registering.
Course Content: Introduction to real estate transactions, deeds and transfers, mortgages and charges, statements of adjustments, insurance and reporting letters, etc.

Sat. 9 a.m. to 4 p.m. St. James Campus
72 hours Fee: $72.00 Materials: $5.00 and purchase of text.
April 26 to July 19

Medical Office Procedures

Medical Office Practice BUS 176X

Prerequisites: Grade 12 English and 35 w.p.m. typing. Proof required upon registration. To arrange for a typing test, please call 967-1212, ext. 3331 or 3332.
Course Content: Introduction to daily routine work in a doctor's office, including correspondence and appointments. Development of office practice skills with emphasis on patient files, medical forms, OHIP, WCB forms and assignments related to the medical office environment simulation to the highest degree possible.
Text: Office Practice for Canadian Medical Secretaries.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $5.00
and purchase of text.
April 22 to June 26

Ontario management development program

designed for
OWNERS
MANAGERS
SUPERVISORS
ENTREPRENEURS

Ontario Management Development Program (OMDP) courses:

- help you meet your career goals by providing you with management training you need to run your business successfully.
- assist you in starting your own small business.
- offer provincial OMDP Certificates, issued by the Ministry of Colleges and Universities, to recognize your achievement on completion of basic programs.

Co-ordinated by the Ministry of Colleges and Universities in co-operation with Ontario's community colleges, OMDP courses are designed by business and industry professionals, including the Federal Business Development Bank. Course leaders are practical, well-qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners.
Register in one or more courses in the same term and select the courses in the sequence outlined below.
For more information, please call 967-1212, ext. 3289.

Certificate Category:
Business Management Studies
Satisfactory completion of six courses, four of which are mandatory from two of the groups "A" to "E". The remaining two courses may be drawn from groups "A" to "F", or from non-OMDP, College-approved related courses:
No refund for materials.

Group A:	Business Management/General
72-07	OMDP922 Management for Results
82-09	OMDP930 Management by Objectives and Results
80-08	OMDP931 Successful Small Business Management

Group B:	Financial Control
79-09	OMDP926 Internal Control for Small Business
79-051 to 79-060	OMDP902A Ontario Business Law I
82-01	OMDP925 Fundamentals of Financial Management
FT-1	
68-01	OMDP916 Credit & Collections
76-02	OMDP909 Management Approach to Credit & Collections

Group C:	Marketing
80-03	OMDP923 The ABCs of Selling
81-03	OMDP948 How to Operate a Successful Retail Store
72-08	OMDP933 Managing the Marketing Function
76-12	OMDP934 Planning Profitable Advertising
79-11	OMDP935 Marketing Your Product
77-11	OMDP936 Marketing for Small Business
80-04	OMDP937 Understanding your Customer

Group D:	Production
72-06	OMDP938 Job Enrichment for Administration
75-04	OMDP940 Effective Supervision — Production
75-03	OMDP908 Effective Supervision — Administration

Group E:	Personnel Management and Labour Relations
75-01	OMDP907 Effective Supervision — Human Relations
82-03	OMDP912 Management Skills in Personnel Selection
81-04	OMDP906 People Management: Tools & Techniques
76-01	OMDP941 Effective Labour Relations
75-02	OMDP942 Effective Supervision — Communications

Group F:	Electives
77-10	OMDP914 How to Start a Small Business
82-06	OMDP944 The Basics of Small Computer Systems
82-001 to 82-072	OMDP900 Management Functions for Supervisors
84-14	OMDP953 Bookkeeping

Certificate in Business Management Studies

Management Functions For Supervisors (82/001-072) OMDP 900

The following modules will be offered in sequence as outlined below every Thursday night for ten weeks. A student taking all modules will be credited with one full course toward the Ministry of Education Certificate.
Course Content: The role of the supervisor; Management process; an introduction; Time Management; Introduction to budgeting; Decision making techniques; Allocating human resources; Meeting management; Interviewing: An Introduction; Performance appraisals; Women as supervisors and supervising women.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
April 17 to June 19

Ontario Business Law I (79-051 — 79-060) OMDP 902A

This course will help students to develop an understanding of the legal aspects faced by Ontario businesses. It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $5.00
plus purchase of course kit.
See equivalency page 9.
April 16 to June 18

People Management: Tools and Techniques (73-60) OMDP 906

Course Content: The purpose of this course is to provide the participants with usable mental tools which will allow them to structure their approach to people within their own organizaation in a more effective way. Topics covered include: overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication and constructing an effective environment.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $5.00
plus purchase of course kit.
April 17 to June 19

Effective Supervision — Human Relations (75-01) OMDP 907

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course. Topics covered include understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communictions, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Thurs. 6 to 9 p.m. or Sat. 9 a.m. to 3 p.m.
St. James Campus
30 hours Fee: $30.00 Materials: $5.00
plus purchase of course kit.
April 17 or 19 to June 19 or May 31

Effective Supervision in Administration (75-03) OMDP 908

Course Content: To understand the techniques of flow charting and layout analysis as aids towards improving administration. To appreciate the need for selecting meaningful standards when developing objectives and plans against which performance can be measured and evaluated. To emphasize the role of the administrative supervisor in taking corrective action, making decisions and carrying them out. To encourage the administrative supervisor in self-development in the art and techniques of supervision.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $5.00
plus purchase of course kit.
April 16 to June 18

Management Approach to Credit and Collections (76-02) OMDP 909

Course Content: To develop a managerial concern for the planning, organizing, co-ordinating and controlling of the credit and collection function. To develop an understanding of the credit and collection operation that is consistent with prudent financial management and the maximization of operating profits.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $5.00
plus purchase of course kit.
April 17 to June 19

Management Skills in Personnel Selection (82-03) OMDP 912

Course Content: To establish criteria or bench marks against which employers decide to hire. Based on the above, to determine what areas in the selection process are of particular importance. To emphasize the importance of proper selection of employees. To provide an understanding of personnel recruitment and selection techniques. To highlight the importance of planning manpower needs, both with respect to numbers of people and specific job requirements and duties. Topics cover include: Film — "The Employee Turnover Syndrome", selection procedures, application form, position announcement, screening methods, the interview.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 14 to June 23

How To Start A Small Business (77-10) OMDP 914

Course Content: Starting a small business — choosing a legal form, the business plan. Establishing a business — existing business vs. a new business location and physical requirements. Financial requirements — start-up costs, sources of financing. The marketing process — target markets, sales forecast. Marketing strategy — marketing mix, marketing plan. Management and staffing. Purchasing and inventory control — setting up the system. Financing statements — are they worth the effort? Financial Controls — making figures work for you. Government regulations — municipal, provincial and federal requirements, course review and operations.

Mon. or Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 14 or 17 to June 23 or 19

Credit and Collections (68-01) OMDP 916

Course Content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction — the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associations and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00
plus purchase of text.
April 14 to June 23

Management For Results (72-07) OMDP 922

The objective of this course is to improve managerial skills, to link together both fundamental and advanced concepts of the management process of delegation and job enrichment, and an integrated policy of management by objectives.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 16 to June 18

The ABCs of Selling (80-03) OMDP 923

The course will provide students with an understanding of what "professionalism" is in selling, and what is meant by "customer's needs". It will help participants to recognize the importance of knowing their competition, and to offer some guidelines for researching product information. Students will come to understand the importance of closing a sale effectively by knowing when and how. They will appreciate the importance of presenting a product well; and what are some of the techniques of a successful demonstration.

Tues. 6 to 9 p.m. or Sat. 9 a.m. to 3 p.m.
St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 15 or 19 to June 17 or May 31

Fundamentals of Financial Management (82-01-FT-1) OMDP 925

This course will enable students to understand what an Income Statement presents. It will also teach students how to prepare "break-even" information using at least one of three methods — "Preparation", "Application" or "Limitations". It will acquaint students with "cash budgeting" as a management tool, the preparation of cash budgets, and ways by which management uses cash budgets.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 16 to June 18

Internal Control for Small Business (79-09) OMDP 926

The course will enable students to understand the flow of cash in a business, the need to control it through a cash control system; to understand bank accounting role in business. It will allow the participants to develop an appreciation for salary/wage control system.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 17 to June 19

Management by Objectives and Results (82-09) OMDP 930

Course Content: This course introduces the basic principles of management by objectives and results using an activity-oriented, learning-by-doing approach. Emphasis is on helping participants successfully apply Management by Objectives in their business.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 14 to June 23

Successful Small Business Management (80-08) (Introductory Level) OMDP 931

This course provides you, the student, with the opportunity to improve your managerial skills. Topics include: decision-making, problem-solving, developing a good staff, getting the message across, control and managing for healthy growth.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 17 to June 19

Managing the Marketing Function (72-08) OMDP 933

This course introduces and explains the marketing function. Topics include: the marketing environment, consumer behaviour, marketing and forecasting, and the importance of the customer.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 14 to June 23

Planning Profitable Advertising (76-12) OMDP 934

This course is designed to familiarize the non-professional advertiser with the advertising process in lieu of agency services. Emphasis is on true-to-life promotions and ideas that help participants learn from successful advertisers.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 14 to June 23

Marketing Your Product (79-11) OMDP 935

This course explains consumer behaviour. The student learns to appreciate the importance of a clear marketing strategy and its impact on a business' profitability. Topics include: product management, developing brand images, choosing and developing your product, the importance of distribution.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 15 to June 17

Marketing For Small Business (77-11) OMDP 936

This course is designed for people with little or no formal marketing background. The basic tools of marketing are outlined and focuses their application on the small or medium-size business. This course assists anyone interested in understanding the basic elements of marketing and how they produce results.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 17 to June 19

Understanding Your Customer (80-04) OMDP 937

This course assists you to understand the customer. Learn how they decide what, where and when to buy. This knowledge will equip you to make whatever changes or adjustments your business may need to satisfy your customers.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 14 to June 23

Job Enrichment for Administration (72-06) OMDP 938

This course is designed for sales and marketing directors, office managers, supervisors, and key managers in any administrative area. It will improve the supervisor's ability to give real attention to the achievement of the individual employee, while effectively integrating the accomplishments of all employees to further the success of the organization.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 15 to June 17

Effective Supervision — Production (75-04) OMDP 940

This course is designed for supervisors, aspiring supervisors, and foremen in any type of production or manufacturing-oriented industry, regardless of size. Topics include: the role of the supervisor; principles of effective supervision; employee motivation; planning; measuring results; developing and getting a day's work done; setting objectives and goals; measuring results and efficiency.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 14 to June 23

Effective Labour Relations (76-01) OMDP 941

This course is designed to help supervisors deal effectively with aspects of labour relations, where collective agreements are established or where certification is possible. Topics include: union security, management rights, negotiations, collective agreements, employee-employer relations, establishing bargaining rights.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 15 to June 17

Effective Supervision — Communications (75-02) OMDP 942

This course assists supervisors/management personnel to develop effective communication techniques, both verbal and written. Topics include: learning to listen, barriers to communication, common problems, the meaning and definition of communication.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 16 to June 18

The Basics of Small Computer Systems (82-06) OMDP 944

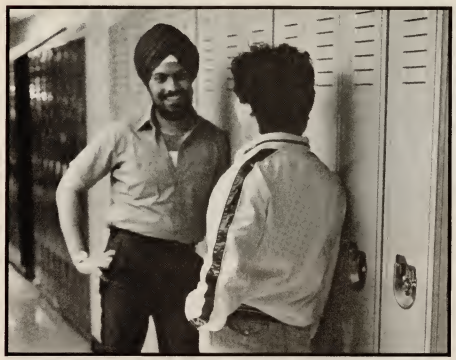
This course is for the person who needs to know what is happening in the computer world today. Students are provided with the basic knowledge required to understand how computers work; analyze needs for computerization; select and shop for the selected system; provides sound advice on how to avoid a computer victim; and how to up-grade your present system. Hands-on experience provided.

Sat. 9:30 a.m. to 3:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 19 to May 31

How To Operate A Successful Retail Store (81-03) OMDP 948

This course is designed for one purpose: to help you become a better retailer and help turn your plans into reality . . . and profits. Topics include: managing price changes, pricing and profit, controlling your inventory, designing your store to sell.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $5.00 plus purchase of course kit.
April 16 to June 18



Academic Upgrading

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into apprenticeship, vocational training and diploma programs offered at Colleges of Applied Arts and Technology.

For more information, about Upgrading courses, please call (416) 967-1212, ext. 2462.

English

Pre-Upgrading ENG 930

This course is a preparatory class for those students who do not meet the requirements of ENG 906. Emphasis will be on reading and writing skills. Instruction will be individualized although group instruction will be offered as well.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 13 to September 2

English Upgrading 8 ENG 906

Prerequisite: Grade 7 English or equivalent.
Course Content: A basic course emphasizing grammar, usage, spelling, vocabulary, reading, and compositional skills. For students who have been out of school a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction will be individualized although group instruction will be offered as well.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 13 to September 2

English Upgrading 9 ENG 907

Prerequisite: ENG 906 or equivalent.
Course Content: Grammar and usage in considerable detail with application to writing assignments at each session. Punctuation. Spelling. Vocabulary development. Reading. Group teaching techniques will be used as well as individualized instruction.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 13 to September 2

New!

The Computer aided Instruction Lab

Learn mathematics and science at your own pace at George Brown's new lab.
146 Kendal Ave., Room E 132

Casa Loma Campus
10 hours of tutorials for $5
(Evenings, Monday-Thursday 4:00-8:00 p.m.)

The lab can accommodate up to 30 people and delivers a wide variety of mathematics and science tutorials including —

Mathematics
Mathematics of Finance
Integers and Rationals
Probability
Introduction to Statistics
Metric Games
Technology Mathematics
(no calculus)
Arithmetic
Algebra
Measurement
Co-ordinates and Transformations

Science
Electricity
Chemistry

IT'S EASY

Students learn to use the system in about 15 minutes. A teacher is on hand to help with individual problems.
Call Kay Singh at **967-1212,**
Ext. 2454, 9 a.m.-3 p.m., for information.

English Upgrading 10 ENG 908

Prerequisite: ENG 907 or equivalent.
Course Content: Brief review of grammar and punctuation as required. Emphasis will be on developing proficiency in vocabulary, reading and writing skills. Writing skills portion of course will involve descriptive, expository and narrative writing, short reports, and introductory business letters.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 13 to September 2

English Upgrading 11 ENG 909

Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from twentieth century literature.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 28 to July 21

English Upgrading 12 ENG 910

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 28 to July 21

Mathematics and Science

Mathematics Upgrading 8 MATH 906

Prerequisite: Grade 7 mathematics or equivalent. A placement test will be administered to determine exact starting point.
Introduction to basic mathematics. Course content includes work with whole numbers, fractions, decimals, per cent, ratio and proportion. Individualized instruction with some group teaching.

NOTE: This class may be combined with Math 907 and Math 908.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 15 to September 4

Mathematics Upgrading 9 MATH 907

Prerequisite: Grade 8 mathematics or equivalent. A placement test will be administered to determine exact starting place.
Review, enrichment and consolidation of basic mathematics and introduction to basic algebra. Course content includes work with linear equations, formulae, inequalities and solution of word problems using algebraic equations. Individualized instruction with some group teaching.

NOTE: This class may be combined with Math 906 and Math 908.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 15 to September 4

Mathematics Upgrading 10 MATH 908

Prerequisite: Math 907 or equivalent. A placement test will be administered to determine exact starting point.
Course Content: Brief review of Math 907. Introduction to products and factoring, solving equations in two variables, graphing. Equations involving algebraic fractions. Some work with quadratic equations.

NOTE: This class may be combined with Math 906 and Math 907.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 15 to September 4

Mathematics Upgrading 11 MATH 909

Prerequisite: Grade 10 mathematics or Math 908. Brief review of basic arithmetical skills and grade 10 algebra; emphasis on solving different types of equations; problem solving; graphing linear and quadratic functions; solving right triangles; applications; calculator skills.

NOTE: This class may be combined with Math 910.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus 75 hours Fee: $40.00
April 29 to July 22

Mathematics Upgrading 12 MATH 910

Prerequisite: Grade 11 mathematics or Math 909. Continuation and expansion of Math 909. Solving additional types of equations and inequalities (linear, quadratic, radical, exponential and logarithmic); solving linear and non-linear systems of equations; relations, functions and their graphs; sequences and series; solving oblique triangles and basic trigonometry; problem solving; applications; advanced calculator skills.

NOTE: This class may be combined with Math 909.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus 75 hours Fee: $40.00
April 29 to July 22

Biology BIO 900

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Human anatomy and physiology at the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 28 to July 21

Chemistry CHEM 900

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus 75 hours Fee: $40.00
April 29 to July 22

Communications

Communications I — COMM 901, Communications II — COMM 902, ELS 903, as well as Psychology 907, and Economics 900 are equivalent to post-secondary courses offered in business and technical programs at George Brown College. Students planning to take one or more of these courses as credits should consult with the program Chairman.

Students lacking the necessary language skills for Communications 901, ELS 903 and ELS 901 are advised to enroll in ENG 933 Bare Essentials.

CGA students enrolled in ELS 903 will be required to write a diagnostic test on the first evening. Those who are not quite ready to commence business writing will be required to complete ENG 933 Bare Essentials.

Bare Essentials ENG 933

This course offers the "essentials" of writing skills for the student who is not quite ready for business, technical or creative writing courses. Basic rules of grammar, extensive practice in writing, punctuation, spelling and some speaking skills are included.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
April 22 to July 29

Communications I COMM 901

Prerequisite: Grade 12 English.
Course Content: This course covers study skills, essential grammar and punctuation skills, organizing ideas effectively in paragraph and short essay form, proofreading techniques, research skills, introductory report writing and short oral presentations.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
April 22 to July 29

Communications II — Business & Technical Writing COMM 902

Prerequisite: Communications I — COMM 901. This course takes the student through a step-by-step process of writing either a business or technical report: including research, organization, outlining, bibliography, how to begin, sectioning, revision, and summary/abstract. Emphasis at the beginning includes basic rules of writing, grammar and layout. By taking one step at a time, the student produces a polished well-researched "professional report" by the end of the course. Various business letter situations are covered as well.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
April 21 to July 28

Business Communication ELS 903

Prerequisite: Grade 12 or equivalent. This course is for Certified General Accountancy candidates and any other interested students who require business communications. It includes the planning and preparation of business reports, and the effective presentation of financial information. Students are taught to write correspondence that is clear, concise and emphatic. Business correspondence segment includes request, claim, adjustment, credit and collection letters. The creative language type of letter — sales, public relations and social business — is also to be covered.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
April 22 to July 29

Report Writing ENG 927

Course Content: Designed for the manager who requires a thorough preparation in the writing of proposals and reports, this course gives a firm basis in the skills required. Students research and write proposals and reports under the guidance of a business leader and teacher.

Wed. 6 to 9 p.m. St. James Campus
18 hours Fee: $42.00
April 23 to May 28

Speaking with Confidence ELS 809

Course Content: When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life?
Speaking with Confidence teaches you to make those swarms of butterflies fly in formation; to turn panic into poise.
Class by class you will see yourself improving on video-tape. You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers; to give a presentation and an acceptance speech.

Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $66.00
April 14 to June 23

Creative Writing

Writing for Clarity and Impact ELS 901

Course Content: This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political, journalistic. Topics include: sentence and paragraph structure, economy of syntax, figures of speech, formal and informal styles, organizing the subject, identifying the goal of communication. This is a nuts and bolts course where language usage and style are examined critically. Students are required to write and review their work. The instructor is a freelance writer living and working in Toronto. This course is taught by Susan Swan, author of *The Biggest Modern Woman of the World.*

Tues. 6 to 9 p.m. St. James Campus
36 hours Fee: $36.00
April 22 to July 15

Writing For Fun and Profit ENG 919

Today, with magazines laying off staff writers to cut costs, editors are seeking, as never before, contributions from freelance writers.
So why not try writing feature articles or interview stories? Why not submit fillers; lyric poetry, light verse or travel articles? Or stories for children as well as stories for adults? Or humorous features or opinion pieces on lively current issues?
This course is for those eager to give freelance magazine writing a solid educated try under the guidance of a professional writer and former editor of the *Globe and Mail.* If you have no intentions of breaking into magazine writing, this course will give professional polish to your business and private writing; to those memoirs of yours, and to that book which has been rattling about in your creative consciousness, trying to get out.

Thurs. 6 to 9 p.m. St. James Campus
36 hours Fee: $61.00
April 17 to July 3

Romance Writers' Workshop ELS 812

Prerequisite: Ability to write creatively.
Every month, more than 140 romance novels hit the stands. Publishers are eager to find reliable new talent to meet their publishing requirements. Despite the opportunities for romance writers, rejects are high because aspiring writers are unaware of what the publishers want. Let Clare Gerus, former editor of Harlequin books, help you to break into the romance fiction market. She helps you to understand the market, and identifies your style and gets you started on your next romance.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $68.00
April 7 to June 16

Creating Short Stories NEW ENG 801

The short story is enjoying a revival. This class/workshop explores the fundamentals of short story technique and structure, plotting, dialogue, characterization, tone and setting and offers an introduction to experimental writing. Guided by published short story author Nancy Kilpatrick, students create a short story in class as well as present works-in-progress for support and constructive feedback.

Thurs. 6 to 9 p.m. St. James Campus
36 hours: Fee $85.00
April 10 to June 26

Journalism: Springboard to a Career ENG 934

Most of today's big writers began in journalism, as did the leaders in advertising and public relations. So why not you?
News is anything that interests people.
Nevertheless, it can be recognized and written only by those with "a nose for news" and a knowledge of how to write it for each of the media — the press, TV and radio.
This course develops that news-sense and those writing styles for general reporting and for the specialized covering of sports, entertainment, business, politics, science, education, religion, etc.
If you're not interested in a journalistic career, this course will sharpen your observation and enjoyment of the daily news, in print and on the air, because you'll be an insider, someone "in-the-know."
The instructor is a former CBC-radio interviewer, *Toronto Star* columnist and *Globe and Mail* editor.

Tues. 7 to 10 p.m. St. James Campus
36 hours Fee: $61.00
April 22 to July 15

Poetry Workshop ELS 902

Poetry has always said more — in fewer words — than any other form of writing. "Poetry is news that stays news" — Ezra Pound. Learn to develop your own form and style with the help of well-established poet Christopher Dewdney. Students in this workshop course, which starts with a review of recent Canadian Poetry, are encouraged to write and read their own work.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $63.00
April 21 to June 30

Instructing the Adult CES 861

This intensive introductory course is designed for people with no teaching experience who are interested in teaching and training adults. The course is conducted by two teaching professionals who provide a highly interactive learning experience.
Topics covered include: instructional techniques; writing course objectives; NEW designing student evaluation; effective use of audio visual aids; adult learning styles; hints for classroom management. An opportunity is provided for all registrants to participate in a practice teaching session.

Fri. 2 to 9 p.m. Sat 9 a.m. to 4 p.m. Tues. & Thurs. 6 to 9 p.m. St. James Campus
18 hours Fee: $115.00 Material: $5.00
May 30 & 31
June 3 & 5

Early Childhood Education Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies.
An admission interview is required; details of registration will be made available to those accepted into the program.
Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, ext. 4220/4221.
The requirements for the diploma must be completed within five years.
Courses are offered on Tuesday and Thursday evenings.

The following courses must be completed in order to obtain the Diploma.
ECE100X — Infant and Child Development
ECE101X — Health and Nutrition
ECE103X — Interpersonal Communications
ECE104X — Principles of Day Care I
ECE105X — Art Education
ECE113X — Field Practice
ECE114X — Field Practice
ECE116X — Storytelling and Literature
ECE117X — Music
ECE118X — Parent Education I
ECE200X — Human Growth and Development
ECE201X — Children with Special Needs
ECE202X — Curriculum Development
ECE203X — Planning, Management and Legislation
ECE204X — History and Philosophy
ECE206X — Family Dynamics
ECE207X — Parent Education II
ECE208X — Professional Development
ECE212X — Field Practice
ECE213X — Field Practice
ECE214X — Group Process
ECE215X — Movement and Drama
ECE216X — Science Experience
ECE217X — Principles of Day Care II
ENG114X — Language and Communications
SOC106X — Introductory Sociology
PSY107X — Introductory Psychology
The following six courses only are offered in the Spring and Summer semester. Applications for the fall semester should be received by the Admissions Office by July 31.

Storytelling and Literature ECE 116X

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing prereading skills.

Tues., 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
April 15 to May 27

WORKING SKILLS FOR WOMEN

The YWCA of Metropolitan Toronto, *in cooperation with George Brown College and Canada Employment, is offering a free, non-credit program for working women to update their skills in computer awareness, mathematics and career planning.*

This program is designed for women who face technalogical change in their workplace.

Evening Program:
6:30 - 9:30 p.m.,
Tuesdays and Thursdays

Course Starts
January, April, June and September

Entry Requirements
Grade 12 or equivalent

For more information call the YWCA at: 961-8100

Music ECE 117X

Students will gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.

Thurs., 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
April 17 to May 29

Movement and Drama ECE 215X

Students will be involved in movement and drama experiences. The skills developed will be related to program planning for preschool children.

Tues., 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
April 15 to May 27

FamilyWork

POST DIPLOMA PROGRAM

This new post diplomo progrom in Fomily Work is designed for working professionols who hold diplomos or degrees in o human service field ond who ore currently involved or wish to become involved in fomily work.

The program consists of four evening courses to be taken over o yeor — o totol of 180 hours of instruction including 36 hours of clinicol experience.

Post Diplomo Progrom in Fomily Work courses will be offered os follows ot the Nightingole Compus:

Semester I
September 15, 1986 to February 2, 1987
5:30 p.m. to 7:30 p.m. HSE 403
Influence on the Family
7:30 p.m. to 9:30 p.m. HSE 400
Working with Families in the Home
*dotes to be announced

Semester II
February 9, 1987 to June 15, 1987
5:30 p.m. to 7:30 p.m. HSE 402
Family Counselling Proctice Lob
7:30 p.m. to 9:30 p.m. HSE 401
Interviewing & Assessment
*dotes to be announced

Applicotions ond informotion *moy be obtoined from Community Services, George Brown College, Box 1015, Stotion B, Toronto M5T 2T9 or coll* ***(416) 967-1212, ext. 4220.***

Post-Diploma Certificate in Human Services Management

This program provides managers and supervisors in human services with a better knowledge and appreciation of their roles and responsibilities and prepares non-management staff for career advancement.

The understanding of the management process will be related to working situations. Emphasis will be placed on the acquisition of skills using both experimental and lecture formats.

Dates:
Spring Semester:
12 weeks, March 31 to June 23, 1986

5:30 p.m. to 8:00 p.m. Structure Politics and Dynamics of the Organization
Course Code: HSE 411 Fee $30.00

8:00 to 10:30 p.m. Financial Management of Service Agencies
Course Code: HSE 418 Fee $30.00

Entry Requirements:

To be accepted into the program applicants must:

- *Have completed a post-secondary diploma-level program in the area of human services (or equivalent).*
- *Have completed a minimum of two years employment in a human services agency.*
- *Be in a supervisory or management position or be on staff at an agency and wish to prepare themselves for promotion.*

Participants must complete the required course and five of the eight electives in order to obtain the certificate.

Required:

HSE 410 Management Context and Techniques

Electives:

HSE 411 Structure Politics and Dynamics of the Organization
HSE 412 The New Technology
HSE 413 Funding and Fund Raising
HSE 414 Marketing Concepts and Strategies
HSE 415 Personnel Practices
HSE 416 Board, Agency and Community Relations
HSE 417 Planning and Evaluation
HSE 418 Financial Management

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9 or (416) 967-1212, ext. 4220.

Science Experience ECE 216X

Students will identify scientific concepts inherent in normal routine programs for preschoolers and will then be required to plan programs which include age-related science experiences.

Thurs., 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
April 17 to May 29

Language and Communications ENG 114X

Students will gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children.

Tues. and Thurs. 6:30 to 8:30 p.m.
Nightingale Campus 28 hours Fee: $28.00
April 15 to May 29

History and Philosophy of Early Childhood Education ECE 204X

This course reviews the significant innovations in the field of early childhood and investigates current models for the care and education of young children.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
April 17 to May 29

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Introduction to Electronic Data Processing PRGM 970

Prerequisite: Grade 12 Mathematics at General Level.
Course Content: This course includes: computer logic through simulation; brief history of computers; impact of computers on society; elements of computer systems particularly with respect to microcomputers; hands-on experience with PET Commodore 4032; computer applications using software involving word processor, data base and spread sheets (Visicalc). This course is equivalent to the credit course EDP 105.

For more information *about this course, please call 967-1212, ext. 2481.*

Tues. and Thurs. 5 to 7 p.m. Kensington Campus
30 hours Fee: $30.00
April 8 to May 27

Introduction to Data Processing EDP 100X

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience using BASIC.
Text: Basic Fundamentals and Style.

For more information *about this course, please call 967-1212, ext. 3289/3290.*

Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
April 21 or 22 to June 30 or 26

Basic Keyboarding I KB 100X

This course is designed for those with no or almost no previous knowledge of typing. After the keyboard is thoroughly covered the remaining time will be spent on drills to promote speed and accuracy. A speed of 20 to 25 words per minute is the desired goal.

For more information *about this course, please call 967-1212, ext. 3289/3290.*

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $5.00
and purchase of text.
April 21 or 22 to June 30 or 26

Microcomputers

Introductory Microcomputer Programming PRGM 925

Course Content: Introduction to the microcomputer; hands-on experience; developing elementary graphics programs. Writing running and saving programs; the language BASIC: programming in BASIC; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

For more information *about this course, please call 967-1212, ext. 2481.*

Mon., Tues., Wed., or Thurs. 7 to 10 p.m.
Sat. 1 to 4 p.m. Kensington Campus
30 hours Fee: $30.00
April 7, 8, 9, 10, 12, to June16, 10, 11, 12, 14,

Mon. and Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00
July 7 to August 11

Microcomputers in Business EDP 800

Prerequisite: Basic knowledge of microcomputer operations.
This course is of particular interest to those acquainted with general procedures for processing business information. Various types of commercially available productivity software will be introduced, including: BASIC, electronic spreadsheet, wordprocessor, data manager, graphics and integrated packages. Learning is reinforced by hands-on application exercises in most of these areas.

See equivalency for CCUI, page 7.

For more information *about this course, please call 967-1212, ext. 3289/3290.*

Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee: $94.00 Materials: $8.00,
plus purchase of text.
April 26 to July 12

Computer Literacy (An introduction to Microcomputers) PRGM 993

This course provides a straightforward introduction to the computer age. It covers the basic fundamentals of how computers work, what they can do, their limitations, and what is available today. Computer terminology is explained in straightforward terms, with helpful visual and audio-visual materials. Includes hands-on experience.

For more information about this course, please call 967-1212, ext. 3289/3290.

Wed. 6 to 9 p.m. or Sat. 1 to 4 p.m.
St. James Campus
15 hours Fee: $65.00 Materials: $10.00
and purchase of text.
April 23 or 26 to May 21 or 31
June 4 to July 2
June 14 to July 12

Microcomputer Programming Techniques PRGM 935

Prerequisite: PRGM 925 or equivalent.
Course Content: Review of BASIC programming techniques; advanced looping and branching techniques. Advanced BASIC statements; subscribed variables; arrays. Algorithms and problem-solving methods; the use of flowcharting and/or pseudo-code; program documentation, sorting techniques including Bubblesort and Shellsort. Introduction to file handling on cassette and disk: creating, maintaining, updating, sorting and merging files. Students will develop a project of their own choice.

For more information, about this course please call 967-1212, ext. 2481.

Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
April 7 to June 16

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $30.00
July 8 to August 7

Sat. 1 to 4 p.m. Casa Loma Campus
30 hours Fee: $30.00
April 12 to June 14

Advanced Microcomputer Programming Techniques PRGM 955

Prerequisite: PRGM 935, Microcomputer Programming Techniques or equivalent.
Course Content: Use and operation of the disk drive; advanced file handling with sequential and relative files; advanced sorting routines; file maintenance, updating and merging techniques; program maintenance, use of the system monitor, binary and hexadecimal arithmetic; machine language introduction: assemblers and disassemblers; machine language.

For more information about this course, please call 967-1212, ext. 2481.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
April 8 to June 10

Multimate NEW PRGM 906

Prerequisite: Recommended that participants have knowledge of MS-DOS.
The course covers the following topics: Features of multimate, multimate main menu, help menu, creating a new document, editing an old document, cursor movement, tabs, margin, and line spacing, inserting, deleting, moving, and copying of texts, enhancing documents, search and replace words, column, document handling utilities, spell checking of documents, libraries, merging documents, key procedures, system utilities.

For more information, about this course please call 967-1212, ext. 2481.

Mon. 7 to 10 p.m. College Street Campus
30 Hours Fee: $175.00
April 7 to June 16

MS-DOS and the Personal Computer NEW PRGM 908

Prerequisite: Some experience on the personal computer using application software.
The course will cover the following topics: Physical components of MS-DOS, Versions of MS-DOS, floppy and hard disk drives, volume labels, file and file names, control keys, and editing keys. DOS commands, and file handling, redirection, pipes, and filters, hierarchial directories, line editor, batch file commands, configuring DOS with config. sys, keyboard reassignment, organizing a hard disk, hard disk backup, and restore.

For more information about this course, please call 967-1212, ext. 2481.

Wed. 7 to 10 p.m. College Street Campus
30 hours Fee: $175.00
April 9 to June 11

Languages

Microcomputer Machine Language Design PRGM 965

Prerequisite: PRGM 955 — Advanced Microcomputer Programming Techniques.
This course provides a logical follow-up to PRGM 955 and provides a deeper understanding of the capabilities of microcomputer languages.
Course Content: The topics in this course include: the planning of an assembly language project, program structure, typical programming methods and examples, analysis of commercially available math programs, use of the disk and other subroutines from within assembler language, the building of "wedges" and the use of an assembler.

Mon. and Wed. 5 to 7 p.m. Casa Loma Campus
30 hours Fee: $30.00
April 7 to May 28

An Introduction to the Programming Language FORTH PRGM 905

Prerequisite: PRGM 925 — Introductory Microcomputer Programming, or equivalent.
This course teaches programming techniques in FORTH with special consideration to time efficiency, space efficiency and transportability. It is ideally suited to robotics and computer graphics.
Course Content: This course covers the following topics: characteristics of the FORTH language; variables, constants and other programming constructs; stacks and postfix notations; character and line editing commands, use of disk by FORTH; simple and compound conditional statements; control loops; input and output. Applications: two and three dimensional graphics by the use of GraFORTH and some other applications.

For more information about this course, please call 967-1212, ext. 2481.

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $75.00
April 9 to June 11

Cobol I EDP 101X

Prerequisite: EDP 100X or equivalent.
Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.
Text: COBOL: A Structured Approach

For more information about this course, please call 967-1212, ext. 3289/3290.

Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
April 22 to June 26

Cobol II EDP 200X

Prerequisite: A "C" standing in Cobol I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.
Text: COBOL: A Structured Approach

For more information about this course, please call 967-1212, ext. 3289/3290.

Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
April 22 to June 26

Introduction to dBASE II PRGM 994

This hands-on course will be of interest to beginners and self-taught users. You will learn the capabilities, limitations and constraints of the system as well as the key commands, and how to construct and use dBASE II applications.

For more information about this course, please call 967-1212, ext. 3289/3290.

Mon. 6 to 9 p.m. St. James Campus
15 hours Fee: $95.00 Materials: $5.00
May 12 to June 16

Advanced dBASE II PRGM 995

Prerequisite: PRGM 994
This course reaches beyond the basics and is designed for the would-be expert. It requires a working knowledge of dBASE II fundamentals.

For more information about this course, please call 967-1212, ext. 3289/3290.

Mon. 6 to 9 p.m. St. James Campus
15 hours Fee: $75.00 Materials: $5.00
April 7 to May 15

Introduction to dBase III NEW PRGM 997

Prerequisite: Familiarity with Microcomputers.
dBASE III is the latest version of dBASE. It is one of the most popular data base management software packages around for microcomputers. Learn the steps for creating, editing and displaying data records. You are introduced to sorting, indexing and preparing reports and elementary dBASE programming.

Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $105.00 Material Fee: $5.00
March 17 or May 5 to April 21 or May 16

COMPUTER COURSES AT DIXON HALL

Dixon Hall, in cooperation with George Brown College and Canada Employment and Immigration, is offering free micro-computer courses this spring and summer

Computers in the Community is designed to meet the special needs of women, unemployed and low-income adults, visible minorities, immigrants, and the disabled

Fourteen-week courses and one-day workshops will be offered May 1 to August 6 and an intensive four-week program from July 6 to August 2.

Courses are offered in the afternoons, evenings and Saturdays in these areas:

Keyboarding Skills/Data Entry
Word-Processing
Computerized Accounting
Business Applications on a Micro
Career Counselling
Computer Drop-in Centre
Data Base Management Systems
Job Search Skills
Introduction to Computers for Immigrant Women

DIXON HALL

For more information on courses and how to register, call Dixon Hall, 58 Sumach Street after noon at **863-0498.**

Introduction to Lotus 1-2-3 NEW BUS 813

Prerequisite: Basic knowledge of microcomputers. Lotus 1-2-3 is one of the most fascinating business software packages ever made for microcomputers. This popular electronic spreadsheet combines power and flexibility with ease of use. This course provides a clear, concise and practical approach to 1-2-3 that will benefit not only the novice but also those who already have some knowledge of 1-2-3.

For more information about this course, please call 967-1212, ext. 3289/3291.

Thurs. or Fri. 6 to 9 p.m. St. James Campus
18 hours Fee: $195.00 Material Fee: $20.00
April 10 or 11 to May 15 or 16
May 29 or 30 to July 3 or 4

Lotus 1-2-3 Release 2 NEW PRGM 907

Prerequisite: Recommended participants have knowledge of MS-DOS
The course will cover the following topics: the attributes of LOTUS 1-2-3, spreadsheet; border, cells, pointer, mode indicators, and error corrections, function keys, commands, formats, and functions. File handling, print reports, business graphs, creation and manipulation of database, macros. Introduction to 1-2-3 templates and its accessories.

For more information about this course, please call 967-1212, ext. 2481.

Tues. 7 to 9:30 p.m. College Street Campus
25 hours Fee: $225.00
April 8 to June 10

'C' Programming Language PRGM 933

Prerequisite: Programming experience in at least one other language.
This course has been designed to provide hands-on experience in the following: Introductory 'C' programming, program structure, strings, variables and pointers, control flow, functions, arrays, input/output and debugging. Text book and other materials will be additional costs.

For more information about this course, please call 967-1212, ext. 2481.

Mon. and Wed. Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $195.00
April 7 or 8 to June 16 or 12
Tues. and Thurs. June 17 to August 26

Driver Training

Professional Driver Improvement Course TRAN 905

Course Content: This course is a series of 8 films and lectures designed to inform commercial straight truck and tractor trailer drivers on driving strategies and techniques designed to assist in preventing collisions. The course is designed by professionals in the field of transportation, education and safety.

100 Cherry St.
8 hours Fee: $37.00
Dates: Continuous

Tractor Trailer Training NEW TRAN 900

Prerequisite: Ontario "D" Licence, heavy straight truck experience — pre-road test.
This course covers the following topics: vehicle inspection; air brakes; coupling and uncoupling the tractor trailer combination; backing manoeuvres; and driving in light and heavy traffic. This course is designed to train the student to operate a tractor trailer unit under varying load conditions with multi range transmissions. Hands-on experience with various tractor trailer units is included.

Sat. 8 a.m. to 6 p.m. 100 Cherry Street
60 hours Fee: $1150.00

Dual Air Brake System TRAN 700

This course covers the following topics: braking systems; single air; dual air; troubleshooting. This course is designed to introduce the student to a dual air brake system on transport trucks using a working air brake board and actual transport trucks.

100 Cherry St.
Sat. 8:00 a.m. to 5 p.m.
Dates: Continuous

Driver Instructor Education Course

This course is conducted in conjunction with the regulations as established by the Ministry of Transportation & Communications which govern the licensing of Driver Instructors.
Prerequisite: Applicants must first receive authorization from a Ministry of Transportation & Communication Driver Examination Centre.

130 hours (90 classroom hours, 40 in-car hours)
Fee: $645.00
Evening Course/Day Course

***For more information** please contact the Industrial Training Division at 362-2471.*

Creative Fashion Design Apparel Management

The courses listed below are offered to people in the apparel industry who wish to upgrade their skills and knowledge in a given specialty. They are also useful to those who wish to upgrade their home sewing and design skills and to have some exposure to industrial techniques.
Some short courses in Apparel Construction Technology and Fur and Leather Technology are given during the day as specified and by arrangements with the full-time day staff.
All courses listed below bearing code numbers in the one, two, three or four hundred series carry credits which can be used toward a two- or three-year diploma in specialized programs. Please contact the Fashion Department for details.

Apparel Construction I (Dressmaking Elementary) DRES 141X

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric; laying-out patterns; sewing techniques (hand and industrial machines). Student to supply own materials.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
Kensington Campus 60 hours Fee: $60.00
Equipment Fee: $15.00
April 7 or 8 to June 16 or 12

Apparel Construction II (Dressmaking Intermediate) DRES 145X

Prerequisite: Basic Sewing skills.
Course Content: Continuation of DRES 141X. Proper selection of style and pattern to suit the wearer and material; purpose and selection of supporting fabrics; selection and preparation of lining fabrics; preparation of the pattern and pattern alterations. Student to supply own materials.

Mon. and Wed. 6 to 9 p.m. Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
April 7 to June 16

Apparel Construction III (Dressmaking Advanced) DRES 151X

Prerequisite: Preferably DRES 141X and/or DRES 145X or equivalent experience.
Course Content: Efficient use of materials to minimize waste. Couture methods. The student will provide own materials.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus 60 hours Fee: $60.00
Equipment Fee: $15.00
April 8 to June 12

Apparel Pattern Drafting I (Elementary) PAT 141X

Prerequisite: Knowledge of dressmaking.
Course Content: Elementary pattern design (misses sizes 8-10, 12, master blocks); drafting directly "on the flat", i.e. on paper; designing ladies' skirts, slacks, blouses, dresses to manufacturing methods, to a price range. Students to supply own materials.

Mon. and Wed. 6 to 9 p.m. Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
April 7 to June 16

Apparel Pattern Drafting II (Intermediate) PAT 143X

Prerequisite: Preferably PAT 141X or equivalent experience.
Course Content: Drafting to manufacturing sizes. Misses dresses, evening dresses, jackets, outer wear, lingerie. Students to supply own materials.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
April 8 to June 10

Apparel Pattern Drafting III (Advanced) PAT 151X

Prerequisite: Preferably PAT 143X or equivalent experience.
Course Content: Design of a garment from a sketch or an original idea; creative styling such as coats, suits, sportswear, etc., and also dresswear and advanced styling. Students to supply own materials.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
April 8 to June 10

Tailoring (Ladies') DRES 146X

Prerequisite: Preferably DRES 141X or basic sewing skills.
Course Content: Ladies' tailoring, sewing, cutting techniques; finishing coats and suits using commercial patterns. Industrial machines. Students supply own materials.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus 60 hours Fee: $60.00
Equipment Fee: $15.00
April 8 to June 12

Fashion Illustration I (Elementary) PAT 144X

Course Content: An introductory course in fashion drawing emphasizing the drawing methods used in industry. Rough sketch and working drawing; achieving textures and patterns; finished drawing in mixed media.
Students to supply own materials.

Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00
April 9 to June 11

Grading Techniques For Apparel Industry Elementary PAT 900

Course Content: Demonstration of skills of grading patterns by simple and reliable methods. Grading of patterns for all styles of misses and junior size garments. The course will help the student to better understand the mechanics of grading and thereby assist in producing garments with better fit.

Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00
April 7 to June 16

Leather Garment Manufacturing Techniques Part I FASH 910

Prerequisite: Ability to operate an industrial sewing machine.
This course is an introduction to leather garment manufacturing. It is designed to teach the techniques required to produce garments in leather and suede.
Course Content: Pattern arranging to suit skins, cutting skills, assembly skills, finishing and lining garments. Students are required to supply own materials to produce a garment of their choice.

Tues. 7 to 10 p.m. Kensington Campus
36 hours Fee: $36.00
April 8 to June 24

Window and Retail Display DISP 900

Prerequisite: Practical motivation.
Course Content: Purpose, concepts and uses of window display; basic tools, materials and graphics as used in fashion and menswear; practical merchandise trims; use of mannequins; display themes.

Mon. and Wed. 7 to 10 p.m. Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $10.00
April 7 to June 16

Window and Retail Display (Advanced) DISP 903

Prerequisite: DISP 900
In this course, students explore a number of ideas about professional aspects of window display. The focus is on variety and the use of materials, display ideas with themes, and artistic presentation of display ideas. Creative use of materials for props and proper use of lighting is demonstrated by installing five different windows. Each presentation is followed by a critique. Students are required to do home assignments. Instruction is also given on how to present ideas for display to clients, and how to research the budget.

Tues. & Thurs. 7 to 10 a.m. Kensington Campus
60 hours Fee: $60.00 Materials: $10.00
April 8 to June 12

Dress for Success FASH 801

This course deals with a number of topics related to the successful selection of proper wardrobe and particularly with the following: the colour theory, colour groups and their suitability to certain people. Colours for different seasons. Determining one's colour group. Neutral, basic and accent colours. Body structure, figure types and suitable fabrics to each.
Fashion types: classical, dramatic, romantic and sporty. How to assemble wardrobes for various occasions. Facial characteristics and selection of proper accessories (hats, gloves, hair colour and hair style; selection of jewellery, shoes, bags, scarves, belts, stockings, etc.). Accessories for men (shirts, shoes, ties, socks, etc.). Budgeting and determining the quality and sizes. Vocabulary of the clothing language. Maintenance and alterations to update older clothing.
Students develop small projects assigned and evaluated by the course instructor.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $55.00
April 10 to June 12

Perfumes and Fragrances FASH 900

Prerequisite: Employment in retail sales.
This course is designed to introduce the student to the field of perfumes and fragrances. It covers the following topics: an overview of the field; the physiological process of olfaction and odour perception; aromatic chemicals and natural and synthetic raw materials; manufacturing technology of perfumes; components, proportions and composition of perfumes; odour categories; fragrance groups; evaluation and description of 10 important fragrances; fields of application, selection and usage; and the techniques of selling.

Tues. and Thurs. 6:30 to 9:30 p.m.
Kensington Campus
60 hours Fee: $60.00 Materials: $10.00
April 8 to June 12

Essentials in Etiquette FASH 802

This course is designed to introduce the student to socially acceptable modes of behaviour in a number of different life situations. Among the topics discussed are such social events as Christening, Confirmation, Bar Mitzvah, Engagements, Weddings and Banquets.
Suggestions are made for acceptable forms of invitations, decoration, menu planning, wine and liquor selection, tableware, table settings and colour combinations for different occasions, table manners and how to deal with accidents. The course also deals with some business aspects of ethics and etiquette, such as job applications and interviews, office dress, entertainment, telephone manners, forms of business letters and other essential modes of behaviour.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $75.00
April 8 to June 10

Esthetics — Skin and Beauty Care FASH 901

Prerequisite: Employment in the field or intention to seek employment.
This course is designed to introduce the student to basic biochemistry of the skin, its classification, abnormalities and defects. It also deals with muscles and bone structure of the head, face, neck and shoulders as relevant for facial massage and skin manipulations. Students are taught to analyze the skin conditions and to suggest treatments. Among the hands-on-skills taught are the following: cleaning of the skin, make-up removal, facial massage, eyebrow shaping, deep skin cleaning, mask application, mask removal, cream application, waxing, manicure, pedicure, anti-wrinkle treatment, scalp treatment, colour analysis and make-up application. Students also learn to analyze a number of available beauty products.

Tues. and Thurs. 6:30 to 9:30 p.m.
Kensington Campus
90 hours Fee: $90.00 Materials: $20.00
March 25 to July 8

Furniture

Furniture Upholstery I FURN 104X

Course Content: Stuffing and covering, measuring, cutting, fitting and stapling. Students supply own materials.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus 60 hours Fee: $60.00
Equipment Fee: $15.00
April 7 to June 16

Machine Knitting

Knitting by Machine (Basic) CFT 900

Course Content: The course will familiarize the student with the basic concepts in operating a knitting machine. The student will learn basic techniques in producing a garment. Lace, tuck, skip and faire-isle techniques will be shown and used. The students will also learn how to produce a personal measurement chart and different finishing.

Tues. or Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
April 8 or 10 to June 10 or 12

Knitting by Machine Intermediate CFT 901

Course Content: The students will continue developing skills on the knitting machine by charting of a variety of skirt styles (½ size samples) and weaving by machine techniques. They will also be introduced to the Knit-Leader and Ribber attachments, and some garment finishing methods.

Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
April 7 to June 16

Knitting by Machine Advanced CFT 902

Course Content: Continuation of techniques learned. The course projects emphasize executing finished items, ranging from simple knits to elaborate designs and combining yarn with other materials. The course emphasizes the skills used in the knitting industry. Upon completion of the three courses, the graduates could be able to find employment in the knitting industry.

Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
April 9 to June 11

Hairdressing and Barbering

Hairdressing for Barbers BARB 901

Prerequisite: Ontario Certificate of Qualification in Barbering.
Course Content: Basic ladies, hairdressing, dry and wet setting, combouts, finger waving, pincurls, skip wave, permanent waving and tinting.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus 60 hours Fee: $60.00
Materials: $35.00
April 8 to June 12

Barbering for Hairdressers BARB 902

Prerequisite: Ontario Certificate of Qualification in Hairdressing.
Preparation to qualify for the government hairstyling test and hairstyling certificate.
Course Content: Instruction is given in practical men's haircutting with emphasis on short hair and tapers, shaving, strapping, honing, facials, hairpieces and blow drying.

Mon. and Wed. 6 to 9 p.m. Kensington Campus
60 hours Fee: $60.00 Materials: $20.00
April 7 to June 16

Ceramics

Ceramics for Beginners CER 902

This is an intensive course in hand building, wheel techniques, decorating and glazing techniques experienced through course projects.

Mon. to Fri. 9 a.m. to noon and 1 to 4 p.m.
Casa Loma Campus
90 hours Fee: $90.00 Materials: $45.00
May 26 to June 13 and June 16 to July 7

Basic Ceramics CER 800

Course Content: Introduction to construction, hand building and wheel techniques, painting and glazing process.

Sat. 9 a.m. to noon. Casa Loma Campus
30 hours Fee: $74.00 Materials: $25.00
April 5 to June 7

Ceramics 1 CER 101X

Course Content: Introduction, concentrating on hand building and wheel techniques, surface enrichment, brush painting and glazing techniques.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus 60 hours Fee: $60.00
Materials: $25.00
April 7 to June 11

Ceramics 3 CER 201X

Course Content: Advanced work in ceramic techniques — hand building forms, wheel techniques — emphasis on function and decorative qualities in ceramics

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus 60 hours Fee: $60.00
Materials: $25.00
April 8 to June 12

Jewellery

Jewellery (Introduction) JWL 160A

Prerequisite: Current employment in the industry or hobby.
Students develop basic skills and techniques necessary in jewellery making.
Course Content: Introduction to basic jewellery making techniques: cutting, filing, fitting, hard soldering, finishing and polishing of designed projects; fitting of parts to small tolerances; projects are designed to facilitate the development of basic skills with jewellery hand tools.

Mon. to Fri. 9 a.m. to noon and 1 to 4 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
July 7 to July 18

Basic Casting Techniques JWL 160B

Prerequisite: Current employment in jewellery industry or hobby.
Students develop basic techniques in casting precious metals into jewellery objects.
Course Content: Introduction to casting equipment and casting techniques; cuttlefish casting and centrifugal casting techniques are taught. Students cast projects approved by the instructor. Students supply own material.

Mon. & Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
April 7 to June 16

Jewellery Design DES 169X

Prerequisite: Artistic Ability
Students develop jewellery outlines with a dimensional look.
Course Content: Techniques of observation; composition and arrangement of objects; pencil techniques; drawing a cube with objects in it (earrings, brooch, bracelet, ring) to visualize in perspective; shading of various forms and deviations; producing a stencil with a dimensional look.

Mon. & Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00 Equipment Fee: $10.00
April 7 to June 16

Antiques

How To Buy Antiques CE 817

This is a course designed for those wishing to know about the booming antique market. Whether for investment or pleasure, everyone wants to know more about his/her treasures. Stress will be on the recognition of different styles and periods of furniture, china, glass and silver, also the discernment of quality and craftsmanship.
Instructor: Marion Heller, upon completing a decorative arts course at the Study Centre, Victoria and Albert Museum, received her diploma in fine and decorative arts from the New Academy of Art Studies in London, England.

Tues. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $35.00
April 8 to May 13

Canadiana Furniture and Collectibles NEW CES 860

This course introduces the student to Canadian antique furniture from Upper Canada, Lower Canada and the Maritimes. The student is shown how to identify, evaluate and understand the many different forms of Canadian furniture from the 18th through the 19th century. Also covered are the accessories used for day-to-day living: tools, woodenware, kitchen utensils and quilts. Examples are brought to the classroom for study and discussion. A field trip is planned for the last week.
Instructor: Harry McLeod is a graduate of the Ontario College of Art and has been a collector and dealer of Canadiana for more than 30 years.

Tues. 7 to 9 p.m. St. James Campus
16 hours Fee: $60.00
April 15 to June 3

Automotive

Know Your Car — Part I CAR 800

This course discusses the major maintenance requirements of any car, easy to perform spot checks and tasks, such as changing a flat, starting a stubborn engine and dealing with the garage mechanic if repairs are really needed. Students learn when to replace tires, batteries, brakes and will be provided with dozens of tips that save them money and lengthen the life of their car.
Instructor: Don McQueen has had a class "A" licence with an interprovincial seal for more than ten years. He has also taken additional courses including: disc brakes, diesel engines, and electronic ignition.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $44.00
April 3 to 24

Know Your Car — Part II CAR 802

Prerequisite: Know Your Car — Part I
This advanced course examines the components of the lubricating system including types and grades of oil and how to change the engine oil and oil filter; winter starting aids and accessories; the brake system; tires — how to buy and what kind, changing a tire; the exhaust system including how to check for leaks; how to check and adjust the clutch; the suspension system, replacing shock absorbers; rust proofing; replacing headlights and bulbs.
Instructor: Don McQueen

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $44.00
May 1 to May 22

Aviation

Private Pilots Groundschool NEW CES 852

Groundschool preparation for the writing of the Federal Ministry of Transport Licensing Examination. Includes Theory of Flight, Aircraft, Meteorology, Navigation and Air Regulations. Also suited as a refresher course. Ten-hour flight time required for eligibility to write MOT pilot licensing examination.
Required Text: *From the Ground Up* by Sandy A. F. MacDonald
Instructor: Samuel Park has been flying for nine years and is an Advanced Flight Instructor at Central Airways, Toronto Island Airport.

Tues. 6:30 to 9:30 p.m. Kensington Campus
42 hours Fee: $100.00
April 15 to July 15

Personal Development

Assertiveness Training CE 824

Assertiveness Training teaches how to speak up with confidence, say what you want to say with appropriate tact and sensitivity, refuse unwelcome requests, relax and be yourself, and how to get and keep the respect of others. The men and women who have taken this popular course report feeling less worried about criticism, less fear of making mistakes, more able to act or to act confidently in difficult situations, better at self-expression and generally, better about themselves. The class is informal and contributions from everyone are encouraged and valued.
Instructor: Margaret Code is president of the consulting firm Margaret Code Associates. With many years of experience in human resources management and a Master's degree from Harvard University, Margaret is an expert in enhancing individual and organizational effectiveness.

Wed. 6:30 to 9:30 p.m. or Sat. 10 a.m. to 1 p.m.
Casa Loma Campus
24 hours Fee: $71.00 Materials: $3.00
April 23 to June 11 or
April 19 to June 7

Assertiveness II CES 809

The concepts and principles learned in Assertiveness I are applied to more complex situations, e.g. handling intense disagreements, manipulation, and angry outbursts — yours or others. There is ample opportunity for participants to learn to cope with individually troublesome situations. Video recordings of several classes provide students with a visual tool for improving their effectiveness.
Instructor: Margaret Code

Tues. 6:30 to 9:30 p.m. Casa Loma Campus
24 hours Fee: $71.00 Materials: $3.00
April 15 to June 3

Relationships — Making Them Work for You CES 838

This course is designed to assist participants in understanding what makes a successful personal or business relationship. Students learn the dynamics at work in one-on-one meetings and in groups. An important element, developing communication skills in conversation and the art of listening, is studied in detail. Conflict analysis, management and resolution are discussed by means of case examples provided by participants. The goal of the course is to give students an overview of positive human interaction.
Instructor: Howard Jones has worked extensively in the human relations field. He has presented seminars and workshops on confidence building, problem-solving and relationships to a wide variety of audiences. Howard has developed and taught self-development courses at George Brown College for the past five years.

Tues. 6:30 to 9:30 p.m. Kensington Campus
9 hours Fee: $35.00
April 22 to May 6

You and Your Money

Investment Strategies CE 862

The student is shown how to choose among the following investments: guaranteed savings such as guaranteed investment certificates and Canada Savings Bonds; fixed-income securities, such as bonds, equity securities, such as preferred and common shares; mutual funds and other investments such as gold and foreign exchange.
Instructor: James Chester received his MBA from York University, and has worked for many Toronto stock brokerage firms since graduating in 1976. He is an active stock and commodities trader. Jim is past Director of the Toronto Investment Dealers Association.

Thurs. 6 to 9 p.m. St. James Campus
24 hours Fee: $66.00
April 17 to June 5

Homes

Buying Your First Home RE 801

This course provides the first-time home buyer with sufficient information to make a knowledgeable decision. It covers all the steps in the process including: establishing a price range, selecting the right real estate agent, analyzing the different types of property available on the market, determining what is fair market value, determining ways to inspect a home, obtaining financing, making an offer, closing costs and procedures and settling-in expenses. Guest speakers are invited to some classes.
Instructor: Marilyn Rothman is a real estate broker with her own company, which specializes in residential sales and leasing in the Metro area. She is a member of the Toronto Real Estate Board and the Ontario Real Estate Association and brings 10 years of business experience to her teaching.

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $22.00 Materials: $5.00
April 19

Condominiums CE 869

Before you buy explore the multifaceted condominium approach to living in Metro; its various styles, the advantages and disadvantages; and its differences in comparison to buying a single family dwelling. Topics covered include: how to choose a good building, the legalities involved in buying a condominium, renting your condominium, financing, price ranges, cooperatives, and trends in the Metro area.
Instructor: Marilyn Rothman

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $21.00 Materials: $3.00
May 10

How to Buy an Investment Property RE 807

Prerequisite: Buying Your First Home (or Equivalent) — RE 801.
This course covers two important areas which every investor, or investor-to-be, should consider before making the decision to buy a residential investment property (residential property being defined as: condominiums, detached residences, duplexes, triplexes).

Part A
The financial benefits and income tax implications of buying an investment property. A chartered accountant conducts this segment of the course.

Part B
Financing an investment property, including: how to shop for a mortgage, cost and type of mortgages and methods of repayment. Also included is an examination of the responsibilities of the landlord and tenant.
Instructor: Marilyn Rothman

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $49.00 Materials: $5.00
May 24

Real Estate Investment for Women NEW RE 804

This course helps you make sound and informed real estate investment decisions. Your investment personality is taken into consideration when planning your individual investment strategy. Learn about the types of real estate investment available, such as: mortgage investment, real estate mutual funds, buying and leasing investment property and investment groups.

Overcoming fears, anxieties and conflicts that some women may face when considering investing in real estate is discussed.
Instructor: Marilyn Rothman

Sat. 10:00 a.m. to 3:30 p.m.
The Elmwood Club
18 Elm St.
(Students register at St. James Campus)
5 hours Fee: $45.00
May 3

Career Change CES 827

George Brown College and Operation Bootstrap are jointly sponsoring a course which is a reality-based look at career change. Two experienced seminar leaders conduct this intensive two-day workshop which examines the following topics:
- Lifestyle and values — the criteria by which we make your judgments or choices and establish our goals and priorities.
- Self identity and personal interests — an examination of the most powerful influence in shaping our lives: our self-image and our sense of identity.
- An inventory of personal skills and abilities and how to plot a vocational direction.
- The development of a three-month detailed action plan.

This course concludes with a review of expectations and objectives.

Sat. 10 a.m. to 4 p.m.
Course location: Operation Bootstrap,
Suite 804, 45 Richmond St. W.
10 hours Fee: $65.00 Materials: $5.00
April 26 to May 3 or June 21 to June 28
Students register at St. James Campus

Basic Home Repairs CES 825

The course begins with a discussion of techniques, materials, fasteners and tools required to keep living spaces in good working order. Problems examined include: keeping water in and out, furnace maintenance and repair of electrical plugs and switches, repair of plaster and drywall, hanging of objects on walls and ceilings, painting and wallpapering, installation of tiles on floors and walls, caulking of bathtubs and showers. Question and answer time is an important part of this course and includes a questionnaire of problems to be solved by participants.

Thurs. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $40.00
April 24 to May 29

How to Renovate Your Home CES 830

This course introduces the student to the renovation process by examining the following topics: an evaluation of needs; planning and design; choosing a contractor — self contracting vs. general contractor; building permits, financing the project, contracts and choosing bidders and tendering work; inspecting the work. Divided into two phases, an overview and detailed examples, this course enables homeowners to make intelligent decisions about their renovation projects.
Instructor: Dwight M. Chizen, B.E.S./Arch., B.Arch., is co-owner of Master Building Group and has worked on more than 100 projects. He is one of the founding members of the Renovators Council of the Toronto Home Builders Association.

Tues. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $75.00
April 22 to July 15

You and the Law

Small Claims Court: You're on your own NEW HS 800

This course is designed to introduce students to rules of procedure in Small Claims Court, and to provide students with a basic understanding of the steps involved in pursuing and defending a suit. Topics covered include: instituting a lawsuit, rules of evidence, rules of the Court, trial preparation, cross-examinations and enforcement of judgment. Students participate in mock proceedings which include preparation of claims, defences, pre-trial conferences and trials.
Instructor: Richard Elliot Austin, LL.B., M.B.A.

Thurs. 6:30 to 9:30 p.m. Nightingale Campus
6 hours Fee: $25.00
May 15 to May 22

Cycling

Bicycle Maintenance and Repair Clinic CE 820

This course prepares students to do basic maintenance on the road and small repairs and overhaul for spring. Topics covered include: cable adjustment, repairing tires, installing spokes, rough wheel truing, checking bearing points, derailleurs, tires and tubes and replacing chains and cables. Course also includes individual repair consultation on each student's bicycle.
Instructor: Keith Manterfield has worked in the bicycle field for many years. He has worked in the bicycle repair department of Eaton's and as Service Manager of Wilf's Cycle and Sport.

Sat. 9 a.m. to 4:30 p.m. St. James Campus
7 hours Fee: $28.00
April 19

Bicycle Techniques NEW CES 857

A course for the absolute beginner and the slightly more experienced cyclist. It covers types of bikes available, selection of the right bike and its perfect adjustment. Also discussed are the mechanical aspects of your bike in non-technical language, hands-on experience in rudimentary bike maintenance and repair, as well as basic tool, clothing, equipment selection, fitness and riding techniques.
Instructor: Richard Weiss, an enthusiastic amateur cyclist, has been leading adult cycling tours in Europe and North America for 11 years and is presently Tour Co-ordinator for Butterfield & Robinson, the largest bike-touring company in North America.

Tues. 7 to 9 p.m. St. James Campus
8 hours Fee: $30.00
April 22 to May 13

Bicycle Touring NEW CES 855

The perfect course for the more experienced cyclist who seeks adventure on routes in Europe and closer to home. Among the topics covered are: route planning, overseas touring, packaged tours, camping, equipment selection and safety. Guest speakers, who are accomplished riders, discuss their exciting and informative European cycling tour experiences.
Instructor: Geoffrey Gadd has cycled extensively in England, Germany, Belgium and Holland. He is a founding member of The Toronto Randonneurs, a long distance touring association and is a member of the Queen City Bicycle Club.

Tues. 7 to 9 p.m. St. James Campus
12 hours Fee: $39.00
April 22 to May 27

Techniques of Bicycle Competition NEW CES 854

The proper techniques of racing are covered in this exciting course, including riding position, riding style, and pedalling. Training methods, diet, caring for injuries, time trialling, hill climbing, descending, cornering and sprinting are covered. The final two classes are spent putting theory into outdoor practise. This course appeals to the more experienced cyclist, as well as the novice. No racing experience is necessary.
Instructor: Geoffrey Gadd is an accomplished cyclist who has competed in road races and time trials since 1959. He is a member of The Queen City Bicycle Club.

Wed. 7 to 9 p.m. St. James Campus
12 hours Fee: $39.00
May 7 to June 11

Sports and Fitness

Ontario Athletic Therapist Level I: Athletic First Aider NEW HS 804

This course, run in co-operation with the Ontario Athletic Therapist Association, is designed to introduce principles of immediate, emergency management of sports injuries. It is designed for those concerned or involved with health, welfare and safe participation of athletes in amateur sports and recreation (parents, coaches, managers, officials, players, educators).
The course includes a series of lectures, group discussions, demonstrations and practice sessions and covers such topics as: responsibilities; preplanning for critical injuries, the emergency plan; critical injury priorities; shock; spinal cord injury; head injuries; other potentially life threatening injuries, strains, sprains, fractures and contusions; the female athlete; general conditioning concepts. All registrants are provided with a reference manual.
This course is accredited by the Ontario Athletic Therapist Association and successful participants qualify for active membership in the Association.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $50.00
April 2 to May 14

General Fitness FIT 800

Course Content: This is a co-educational fitness program designed to improve all components of your physical fitness. Each class is accompanied by music and concentrates on your cardiovascular system, as well as your strength, flexibility and muscular endurance.

Mon. and Thurs. 7:30 to 8:30 p.m.
Casa Loma Campus 28 hours Fee: $51.00
April 21 to July 28

Yoga YOGA 800

The scientific technique of traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing; meditation — mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Wed. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $46.00
April 9 to June 25

Tai Chi HEAL 800

Tai Chi is an ancient Chinese exercise form consisting of a series of controlled, flowing movements designed to strengthen muscles and ligaments, improve circulation, increase flexibility and reduce stress. This course is designed to introduce basic principles and movements. It is presented in co-operation with The Toronto Tai Chi Association and is designed for people of all ages and levels of fitness.

Tues. 6 to 8 p.m. Nightingale Campus
16 hours Fee: $40.00
May 6 to June 24

Tennis (Beginners) TENN 800

Enrolment is limited and students are encouraged to register early.
Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes — forehand, backhand, volley, serve — plus footwork.

Fri. 6 to 8 p.m. or 8 to 10 p.m. St. James Campus
16 hours Fee: $43.00
April 4 to May 23

Tennis (Intermediate) TENN 802

Enrolment is limited and students are encouraged to register early.
Course Content: Practical skills required for participation at an advanced level are stressed, including the volley, different hits, footwork and methods of analyzing the sport.

Wed. 6 to 8 p.m. St. James Campus
16 hours Fee: $43.00
April 2 to May 21

Tennis (Advanced) TENN 804

Course Content: Advance your knowledge and skills in tennis, with special attention given to forehand, backhand and serving plus tennis strategy.

Wed. 8 to 10 p.m. St. James Campus
16 hours Fee: $43.00
April 2 to May 21

Let's Talk Sports NEW CES 848

A perfect course for sports fans who have opinions about, and enjoy discussing sports. Among topics covered are: Violence in Hockey — Is the NHL really serious about stamping out hockey violence? Drugs and sport — The owners and players are on a collision course; Baseball salaries; Can the CFL survive? Are the Olympics worth continuing? Sports figures are guest speakers throughout the course.
Instructor: Jim Hunt is a well-known sports columnist and radio and T.V. personality. He writes for the Toronto Sun and appears on CKEY and Canada AM.

Mon. 7:30 to 9:30 p.m. St. James Campus
8 hours Fee: $45.00
April 21 to May 12

Coaching

National Coaching Certification Program, Level I Coaching Theory HS 700

This course is offered in co-operation with the Sports and Fitness Branch, Ministry of Tourism and Recreation, and is designed to train and educate amateur coaches. The course provides a systematic way to improve knowledge and skills in the theory of coaching. Course content covers such topics as: role of the coach; sport psychology; how the body works and grows; skill analysis; sport safety; teaching skills and practice planning. While a Level I Theory Certificate is awarded upon successful completion of this course, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for Certification.

Fall '86

National Coaching Certification Program Level 2, Coaching Theory NEW HS 701

Prerequisite: Level I
This Level 2 course covers such topics as: role of the coach; group goal-setting with athletes; training methods; nutrition and sport performance; sport psychology; care of sports injuries; advanced skills teaching; skill analysis and seasonal planning. A Level 2 Theory Certificate is awarded upon successful completion of this course. As in Level I, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for this Certification.

Sat. and Sun. 9 a.m. to 3 p.m.
Casa Loma Campus
21 hours Fee: $20.00
April 5 to April 13

The Great Outdoors

Birds of Southern Ontario: A Field Study CES 826

This field-oriented course is an introduction to some of the 300 species that pass through Southern Ontario each spring. Indoor sessions are followed by weekly field trips, including: Grimsby-hawks; Whitby-shorebirds and ducks; Clairville Conservation area-land birds. Participants must supply their own binoculars and a suggested field guide. Car pools to be arranged.
Instructor: Michael D. Cadman is one of three Co-editors and Co-ordinator of the Ontario Breeding Bird Atlas, Federation of Ontario Naturalists.

Sat. 10 a.m. to 2 p.m. St. James Campus
32 hours Fee: $75.00
April 5 to May 24

Edible Wild Plants CES 829

What are considered noxious weeds such as dandelions, burdock and milk weed by most gardeners can be prepared into meals that are considered exquisite, nutritious gourmet delights by others. Learn how to identify, harvest and prepare some commonly found edible wild plants both for freezing and cooking. This course covers the pioneer uses of plants, good conservation practices and wilderness survival. There is classroom instruction, "hands-on" cooking and tasting experiences and field trips in and around Toronto.
Instructor: Ann Veronica Chesworth, Provincial Program Commissioner, Girl Guides of Canada, Ontario Council, and instructor, Outdoor Biology Instructional Strategies.

Sat. 10 a.m. to 4:30 p.m. Casa Loma Campus
12 hours Fee: $45.00
April 26 to May 3 or
May 24 to May 31

Ontario Hunter Safety Course CES 811

A preparatory course to writing the Hunting Licence Examination of the Ontario Ministry of Natural Resources. The course is mandatory for all applicants who were born after December 31, 1954. The course includes: an introduction to hunter safety and ethics; gun parts; gun carries (safety and control); game laws and regulations; hunter, farmer, landowner regulations; game identification; methods of hunting; ammunition identification; field handling (fences, obstacles, punt, vehicle); firearms and boat safety. The course concludes with a mock examination similar in style and content to the Hunting Licence Examination.
Instructor: Doria Ciallella

Mon. and Wed. 7 to 9:30 p.m. Casa Loma Campus
15 hours Fee: $42.00
April 28 to May 14

Wildflowers of Southern Ontario NEW GARD 819

An introductory course in identifying the wildflowers, trees, shrubs and ferns of Southern Ontario. Colour slides and field guides reinforce the hundreds of species studied. Two half-day field trips are scheduled. (Dates may vary depending on spring flowering season.)
Instructor: James L. Hodgins has co-authored *'Flowers of the Wild: Ontario and the Great Lakes Region.'* and *Wildflower Gardening in the Great Lakes Region.* He is a Director of the Federation of Ontario Naturalists and Editor of *WILDFLOWER* magazine.
Recommended Text: *'A Field Guide to Wildflowers'* by R. T. Peterson and M. McKenny, Houghton Mifflin Co. Boston. 1968. 420 pp.

Tues. and Sat. Classroom: 7 to 9 p.m. (Tues.) Field trips: 10 a.m. to 1 p.m. (Sat.) Casa Loma Campus
22 hours Fee: $72.00
Classroom: April 22 to May 20
Field trips: May 31 and June 7

Wilderness Canoeing NEW CES 853

This limited enrolment course prepares the beginner in all aspects of flatwater canoeing and wilderness camping. A one-day classroom workshop prepares the student for a two-day canoe trip in Muskoka. Topics covered include — wilderness philosophy, basic canoe and portage skills, outdoor cooking, camping skills, equipment and clothing, and safety. In cooperation with the Federation of Ontario Naturalists, students are provided with: canoes, tents, packs, paddles, personal flotation devices, first-aid kit and transportation of equipment, plus two lunches, one dinner, one breakfast and snacks. Transportation is not included to and from Muskoka. Car pools can be arranged.
Instructor: Janet Grand, a canoeist for 15 years, has written *Canoeing Ontario's Rivers* and has been a Director of the Sierra Club of Ontario and the National Program Director of the National and Provincial Parks Assoc. of Canada.

Sat. and Sun. Casa Loma Cmpus
36 hours Fee: $210.00
Course I: June 14 Workshop 9:30 a.m. to 3 p.m.
June 21-22 Canoe Trip
Course II: Aug 2 — Workshop 9:30 a.m. to 3 p.m.
Sept. 6-7 Canoe Trip

Fly Casting NEW CES 849

This four-evening course is designed for the novice fisherman who wants to learn how to fly cast properly. Topics include: selecting proper tackle; balancing of equipment; leaders; how to fly cast; and tips on how to improve your fishing skills. (If you have a fly casting outfit, please bring it to class, if not, we will loan you one for the course.)
Instructor: Peter Edwards is Manager and Coach of Canada's National Casting Team and Executive Director of the Toronto Sportmen's Association.

Tues. 7 to 9 p.m. St. James Campus
8 hours Fee: $35.00
May 6 to May 27

Magic NEW

The Magic of Magic CES 859

An introductory course in the art of conjuring and performing magic with coins, playing cards, string and other common objects. Perform magic at parties and other gatherings, without the need for special "trick apparatus." The course includes a look at mind reading, comedy magic and performing for children.
Instructor: Magician Jim Helik performs on television, at hundreds of companies, libraries, churches, clubs, and at private engagements. He is former V.P. of the Society of Canadian Magicians and Program Chairman of the Magical Arts Guild International.

Wed. 7 to 9:30 p.m. Kensington Campus
22.5 hours Free: $74.00 Material Fee: $10.00
April 30 to June 25

Astronomy

Introductory to Astronomy CES 832

This course familiarizes the student with the night sky. Topics covered include: observing objects in the solar system; the moon, sun and planets, stars and planispheres; observing tools such as telescopes and cameras, and space exploration — past, present and future. Weather permitting, classes are held outside where actual observing takes place with a telescope, binoculars and the naked eye. Observations of the Comet Halley are made throughout the course and its path across the sky and changing appearance are documented. Visits to the McLaughlin Planetarium and the Dunlap Observatory, Richmond Hill are planned.

Wed. 7:30 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $65.00
April 30 to July 2

Gardening

Gardening in the City — Spring GARD 804

This course is designed to introduce the novice gardener to all aspects of the craft and science and gardening. Particular emphasis is placed on spring garden preparation including: general pruning of trees, shrubs and bushes; planning and planting a vegetable garden; annuals and perennials; spring care of lawns; and general pest, disease and weed control.
Instructor Wes Porter is a professional horticulturalist, consultant and writer with 25 years experience over three continents and recently returned from two years as a senior

lecturer in Nigeria. Well-known as a contributor to several national and local publications, he is a member of the Garden Writers Association of America and is himself a city gardener.

Mon. 6:30 to 9:30 p.m. or Fri. 6:30 to 9:30 p.m.
St. James Campus
12 hours Fee: $42.00
April 7 to 28 or April 11 to May 2

Landscaping GARD 808

New homeowners or those wishing to replant their old gardens receive intensive instruction in how to prepare their own personalized plan of home landscaping, with special reference to plant materials suitable to the Toronto area. Topics covered include: the purpose of landscaping; perennials, vines, roses, annuals and bulbs; construction details of patios, fences and walkways; purchasing and sources of material; installation methods; and maintenance by a gardener's calendar. Students should bring a notebook, sharp pencils, straight edge, eraser, lot and house plan (if available), photos of back and front of house looking towards and away from it, graph paper, drawing paper and tracing paper.
Instructor: Wes Porter
Enrolment limited.

Thurs. 6:30 to 9:30 p.m. or Sat. 10 a.m. to 4:30 p.m.
St. James Campus
18 hours Fee: $63.00
May 8 to June 12
April 19 to May 3
June 7 to June 21

Vegetable Gardening GARD 806

This course introduces the student to intensive vegetable growing techniques which enable the maximum harvest from the smallest area, from March until December, without the use of glass or plastic. Topics covered include: planning; seed purchase from catalogues and other sources; ground preparation; organic matter and fertilizers; planting out — early, mid-season and late; organic and chemical pest and disease control; and harvesting and storing.
Instructor: Wes Porter

Tues. 6:30 to 9:30 p.m. or Sat. 10 a.m. to 4:30 p.m.
St. James Campus
12 hours Fee: $42.00
April 1 to April 22 or April 5 to April 12

Balcony Gardening CARD 816

Grow flowers, vegetables, herbs, shrubs and even trees on your balcony in a myriad of containers — in boxes, tubs, pots, beds and baskets. Topics covered are: sketching plans, direction requirements, outlay, weight, basic plant needs, light, water and fertilizer. Instruction is given on new light-weight potting mixes to reduce cost and loads, suitable plants for all situations, cultural directions and sources of plant and other materials.
Instructor: Wes Porter

Tues. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $42.00
April 29 to May 20

Fruit Growing in the City NEW GARD 817

Using modern fruit cultivars and cultural techniques, the city gardener can raise tree and bush fruit even in very small areas. This course instructs the student in both basic and advanced culture of apples, pears, plums, cherries, peaches, nectarines, apricots, grapes, currants, raspberries, gooseberries, strawberries, blueberries, walnuts and hazelnuts. Topics covered include: basic site requirements and the general culture of tree fruit, bush fruit, vines and nuts, as well as control of pests and diseases. Also discussed is the harvesting and storage of fruit.
Instructor: Wes Porter

Thurs. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $42.00 Material Fee: $5.00
April 10 to May 1

Herbs GARD 820

This course instructs the student in herbs and herb-growing indoors and outside, with particular emphasis on cultivation in city gardens, in back yards, on balconies, in windows and under lights. The most popular uses for herbs, such as in cooking, and for teas, dyes, medicines, scents and repellants are examined.
Instructor: Wes Porter

Mon. & Wed. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $42.00 Material Fee: $5.00
April 16 to May 7 or May 26 to June 16

Great Garden Seminar GARD 815

Expert gardeners answer your questions and discuss both indoor and outdoor gardening topics just at the right time of the year to assist you the most. Basic gardening, fertilizer facts, perennials, ornamental pools, indoor plants, wild flower gardening and new plant varieties are only some of the subjects to be covered — with live displays and back-up material for future reference. Never before have Toronto gardeners had such an opportunity to learn directly from the experts

Fri. 6 to 9 p.m. & Sat. 9 a.m. to 5 p.m. NEW
St. James Campus
10 hours Fee: $55.00 Material Fee: $5.00
May 9 to May 10

Gardening in the City — Summer GARD 805

This course examines methods of garden care and maintenance in the summer months. Topics covered include: general care of annuals, perennials and lawns with special emphasis on proper irrigation and watering; care of deciduous and evergreen trees and shrubs as well as fruit trees and bushes; cropping and continuous sowing of vegetable gardens; selecting and buying tools and power equipment; and planning for fall plantings of bulbs, trees and shrubs.
Instructor: Wes Porter

Wed. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $40.00
May 21 to June 11

Pets

Fundamentals of Pet Care NEW CES 851

This course is ideal training for pet owners, potential pet owners, breeders and trainers. Topics covered are pet selection, health care, parasites, behaviour problem prevention, diagnosis and treatment of health problems, first aid, nutrition and geriatrics.
Instructors: Veterinarians Dr. Gary Landsberg of Doncaster Animal Clinic and Dr. Stephen E. Waisglass of Steeles Animal Clinic have been teaching pet care for several years. They have made many television appearances and have published widely on the subject.

Tues. 7:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $42.00
April 22 to May 27

How to Have a Winning Show Dog NEW CES 856

This course acquaints participants with the qualities that make up a winning show dog. Everything from understanding standards to winning graciously is discussed. Presentation, grooming, handling, and the psychology of judging are covered. Guest speakers lead you through the topics: "What Judges Look For" and "Does Handling Make a Difference?"
Instructor: Alice Bixler is Associate Editor of *Dogs In Canada*, past senior writer on *Dogs Annual* and monthly Dog Talk columnist for *Outdoor Canada* Magazine.

Wed. 7 to 9 p.m. St. James Campus
20 hours Fee: $65.00
April 23 to June 6

A Workshop for Women: Your Business Matters NEW ENG 800

More and more women are starting up their own businesses with great success. In this course students are guided through the intricacies of starting a small business with emphasis on avoiding the pitfalls. Various aspects of starting up a business on a budget are discussed, including reasons for considering self-employment, types of business structures, sources of funding, approaching a bank, marketing the business, choosing a location, leases and bylaws, finding supplies, hiring personnel, advertising, bookkeeping and income tax. Students receive an invaluable package to assist them in making decisions about their future business. Day care will be provided by the George Brown College Learning Centre on Kensington Campus for the April 19 session.

For more information call 947-9914.

Sat. 9:30 a.m. to 4:30 p.m. Kensington Campus
6 hours Fee: $20.00
April 12 or April 19

Music

Introduction to Guitar: A Survival Course for the Beginner CES 834

Prerequisites: A playable guitar and perseverance. The instructor will advise on the acquisition of either.
Here is an opportunity to learn guitar, one of the most versatile musical instruments. In a relaxed and co-operative setting you touch on its history; the mechanics of holding and tuning it; the principles of chord changing and basic note reading. Strumming accompaniments to simple songs, knowing the basics of fingerpicking and music reading and understanding what can be done with the instrument are goals towards which the group will aim. An ensemble work is to be rehearsed by the class and group work is encouraged.
Instructor: Jonathan Earp has been playing the guitar for more than 20 years and has been teaching for more than ten. Currently, he teaches at the Eli Kassner Guitar Academy and is an instructor in solo classical guitar performance at Brock University in St. Catharines.

Wed. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $65.00
April 23 to June 25

Toronto Classical Music Landscapes CES 843

Centring on a survey of the history of music — featuring lectures, discussions, recordings and live concerts — you learn about musical forms, instruments, vocabulary and the works of the great masters from the Middle Ages, through the Renaissance, baroque, classical, romantic and impressionistic eras to the 20th century. Topics will include the history of the modern orchestra, how an orchestra works, the role of the conductor, the rise of the virtuoso and music critics and criticism. In addition to regular classes, this course includes attendance at four concerts by the world-class Toronto Symphony in Roy Thomson Hall.
Instructor: Neil Hunter is the past Manager of the Toronto Symphony Youth Orchestra and was the Production Assistant of the Toronto Symphony. He has won numerous scholarships and has played trumpet and cello in many symphony orchestras.

Thurs. 7 to 9 p.m. class nights
8 to 10 p.m. concert nights
St. James Campus
22 hours Fee: $65.00
Materials: (Symphony tickets): $80.00
April 24 to July 3

The Roots of Rock 'n' Roll CES 839

This course follows the progression of music from pre-Presley to the return of pop. Special attention is given to the importance of British culture and its reflection on the music of an entire generation. Trends in music such as: Psychedelia, Progressive Rock and Underground Radio are examined. New Wave and the return of pop is discussed and an analysis is made of contemporary popular music and its future.
Instructor: Roger Ashby is that favourite voice on the air on CHUM. Currently he is the host of "CHUM" 30 Video Countdown" on CITY-TV. As well he is the host of the "Sunday Morning Oldies Show," 9 to noon on 1050 CHUM, and has co-produced two CHUM films, including the *History of Rock*.

Tues. 6:30 to 8:30 p.m. Casa Loma Campus
16 hours Fee: $50.00
April 22 to June 10

Folk Music Landscapes NEW CES 858

The rhyme, rhythm and roots of folk music are outlined in this comprehensive folk music course covering its history through live and recorded musical examples. Topics covered include: Folk music of the British Isles, the Afro-American influence, North American country music, and Traditional Canadian. The course shows how a myriad of grassroots musical styles have affected the "commercial" music that we listen to. Exciting mystery musical guests and a visit to a performance are included.
Instructor: Ian Bell is a member of the duo, Muddy York, which performs across Canada. Their latest album is *Scatter the Ashes*. He is also former Artistic Director of the Mariposa Folk Festival.

Thurs. 7 to 9 p.m.
Enoch Turner Schoolhouse
106 Trinity St.
(Students register at St. James Campus)
12 hours Fee: $56.00
April 17 to June 5

Jugband/The Urban Folk Music NEW CES 850

Learn to play: combs, jugs, washboards, washtub base, spoons, cowbells, shakers, bobby pins, woodblocks with sandpaper and telephone books with drum brushes. Understand the history and social significance of Jugband music. Come prepared to participate. If you play an instrument, bring it along. No musical experience or ability is necessary.
Instructor: Peter Mathieson is a classically-trained guitarist who performed with the musical comedy group Brute Force Jug Band. He has conducted numerous jugband workshops for Mariposa in the Schools.

Sat. 10 a.m. to 3 p.m. St. James Campus
4 hours Fee: $20.00
May 10

The Synthesizer and Electronic Sound Creation CES 841

There is an art to making musical sounds on the synthesizer and this course deals with the theory and practical use of the synthesizer in contemporary music and sound creation. The student looks at the history and evolution of the synthesizer, how sounds are created and emulated, additive and subtractive synthesis, FM sound creation, the differences between analog and digital systems, PCM digital sound recreation, digital sampling, and the newest technological development, MIDI interfacing.
Instructor: David Mark Smith is a professional recording artist and has written, recorded and produced two albums. Presently he is co-manager of the Keyboard Department at Steve's Music Store.

Mon. 7 to 9 p.m. St. James Campus
20 hours Fee: $65.00
April 21 to June23

Make Up

The Art of Make-Up CE 868

Through practical development of a personalized basic beauty routine, learn how to correctly handle the skin. Topics include: product types, textures and effectiveness on different skin types and individual skin needs in the areas of special treatment.
The basics of colour theory and make-up techniques establish guidelines for choosing and applying background and accent make-up are included.
Instructor: Aurelia Fennema is a specialist in teaching and developing make-up artistry programs for cosmetic companies. She has worked for many years as a consultant and demonstrator of new make-up lines.

Sat. 1 to 4 p.m. St. James Campus
12 hours Fee: $44.00
April 26 to May 17

Video

Video Editing Practice NEW ELS 820

Prerequisite: ELS 819 — Introduction to Video Production Techniques.
This course is comprised of 10 hours of editing time (½" VHS format only) which includes one 2½-hour instructional session (assembling, inserting and sound over are included) and three 2½-hour unsupervised editing sessions.

7 to 9:30 p.m. Casa Loma Campus, Rm. C406
10 hours Fee: $70.00
May 30 to June 20

Career Oriented Courses

Advertising Design ADES 902

Course Content: This course will cover past history and present trends of commercial art/graphic design.
The students will design and prepare camera-ready art for a number of projects at an advanced level including print media advertisements, logo designs and their application to stationery, package design, promotional design, typographical design and basic photography. For the preparation of camera ready art work the student will operate a stat camera and IBM composer.

Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $20.00
April 28 to August 11

Retail Advertising Layout ADES 905

Prerequisite: Interest in Commercial Art and the ability to draw.
This course introduces the practical, day-to-day aspects of the craft of the retail advertising layout artist and answers the questions, "What is it like to be a layout artist for the retailer?", and, "What does it take to be successful?" Explains how to get ideas, produce rough renderings, comprehensives and finished layouts; how to make the written word visual (structuring a layout from the information given on an advertising requisitions); the importance of merchandising, timing, production deadlines and constant last-minute changes; how to deal with buyers, studios, art directors, production managers and advertising directors; how to fend off interference from well-meaning people who should not be involved in the layout process. There will be a wide variety of weekly assignments which will enable the student to gauge abilities and progress.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00
April 29 to August 5

Airbrush Techniques AIRB 901

Course Content: For both beginners and advanced students. Students will learn the fundamental working procedures as well as advanced airbrush techniques as used in today's illustrations. The student will also learn through many examples and demonstrations from the setting up of equipment and actual operation of the airbrush. The many specialized applications in rendering and retouching will be taught. Projects will include: Illustration, Product Rendering, Advertising Illustration. Students should supply their own airbrushes.

Tues. & Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 Material Fee: $25.00
April 29 to June 11
Limited enrolment.

Cartooning CART 808

Course Content: Cartooning is a course designed for your own pleasure or to add to your income. This course is for the beginner as well as persons with some experience. Cartooning is effectively used in business in all forms of advertising, sales promotion and in the entertainment field. Various cartooning techniques will be taught including creation of characters, conventional signs of cartooning and how to draw caricatures.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00
April 30 to July 30

Computer Graphics COMP 800

This course offers hands-on experience in page creation using videotex computers. Students learn how to access the computer and initiate the various creation modes. Students are encouraged to design and create their own computer graphics. Completed projects are stored on a disc. At the end of the course, students receive hard copy of their projects in the form of 35mm slides. Limited enrolment.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $230.00 Lab: $20.00
April 9 to June 11
June 25 to August 27

Design DES 123X

Two dimensional design will be explored in all its aspects. Geometric and free shapes will be used in projects involving point, line, contrast, texture, etc. Design theories are discussed in conjunction with the practical projects. Some basic advertising layouts will be developed.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $42.00
May 1 to July 31

Contemporary Magazine Design & Layout DES 900

Prerequisite: Basic design skills and interest in contemporary magazine design.
Course Content: This is a comprehensive course for the artist/designer interested in furthering his/her knowledge and skills in contemporary magazine design, layout and production. Areas covered include editorial layout, scheduling, production and deadlines. Actual magazines are re-designed, and students are encouraged to design new formats and systems for magazines using type, photographs, illustration and graphics.

Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00
May 1 to July 31

Drawing Research DRAW 120X

Drawing exercises are carried out in various media using still life objects with emphasis on: line, proportion, shading & textures, in negative and positive form. The application of perspective will be taught in relation to interior renderings and outdoor sketching.

Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00
April 28 to August 11

Illustration ILLS 128X

Students are introduced to basic illustration techniques: pencil and pen shading, drawing faces, hands, etc. From these basic exercises, students will advance to exploring commercial applications using various media.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00
April 29 to August 5

Technical Illustration ILLS 900

Prerequisite: Ability to draw.
Students are exposed to various aspects of technical illustration such as exploded views, oblique (one point) and isometric (two point) perspective. An orthographic view is taken apart and redrawn as an isometric exploded drawing. Exact pencil renderings and inking are emphasized. Shading of drawings using various media and basic blueprint reading is also explored.

Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00
May 1 to July 31

Life Drawing LIFE 121X

A traditional approach to drawing based on the human figure. Understanding attitudes, positions and movements using contour, gesture, diagrammatic and progressive drawing.

Mon. to Fri. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
June 2 to June 19
July 2 to July 21

Marker Rendering Techniques MRK 131X

An extensive study beginning with the correct use and the various methods of handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic rendering techniques will be thoroughly explored.

Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $42.00
April 28 to August 11

Portrait Painting PAIN 904

Prerequisite: Basic drawing knowledge.
Course Content: This course is designed for beginners as well as for advanced students. Instruction will be given in anatomy and colour mixing pertinent to portraiture. Students will work from models in any media they choose (oil, tempera, acrylic, water colour or pastel).

Sat. 10:30 a.m. to 1:30 p.m. St. James Campus
42 hours Fee: $42.00
April 5 to July 5

Painting and the Illustrator PAIN 905

Prerequisite: Drawing Skills — interest in Painting and Illustration.
Course Content: Through a close concise study into the history of contemporary illustration, each student is encouraged to observe the work of today's professional illustrators. Students then apply this observation directly to a practical, in-class approach on techniques, involving: watercolour, tempera, casein, gouache, acrylics and oils.
From that initial stage they advance to developing a personalized style and a greater knowledge of illustration through painting.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00
April 30 to July 30

Studio Management STBM 900

Prerequisite: Knowledge of design and freelance experienc.
Course Content: This course is designed for the freelance designer, staff artist or beginning designer who is interested in running his/her design office profitably. Business aspects of design are extensively covered: pricing, invoicing, purchase orders, taxation, etc. The organization of an office, use of forms, establishing purchase order umbers and invice numbers are also investigated

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00
April 30 to July 2

Audio Production

Audio Production Techniques ADIO 928

Prerequisite: Basic Audio Production Techniques ADIO 923 or similar course and/or experience.
Course Content: This course is designed to extend the working knowledge of those who have already completed ADIO 923, or have gained suitable industrial experience.
The course will be run as a workshop, with students' performance assessed upon practical assignments. Work undertaken during the course will concentrate on three major areas: sound recording and mixing; film sound recording, slide sound productions.

Mon. and Wed. 6 to 10:30 p.m. St. James Campus
90 hours Fee: $90.00
April 7 to June 16

Photography

Introduction to Photography PHOT 800

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques.
Illustrated talks cover — camera lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc.
Owing to student demand, this course is run several times each year, but early registration is recommended.

Mon. or Tues. or Wed. or Thurs. or Fri. 6:30 to 9:30 p.m. Saturday 10 a.m. to 1 p.m.
St. James Campus 30 hours Fee: $56.00
Materials: $30.00
March 31, April 1, 2, 3, 4 or 5 to June 9, 3, 4, 5, 6 or 7

Documentary Photography PHOT 921

This Documentary Photography course provides students with an opportunity to practise and develop their photographic technical skills against a working understanding of documentary photography.
This course is designed for people with or without previous experience in photography. Each student gains additional experience by processing or printing their own negatives. The darkroom work will result in the production of a series of photographic prints covering one of two potential topics. The topics include a photographic documentation of the home or the work place. Students should expect to spend up to $50 for supplies and materials.

Mon. and Wed. 6 to 9 p.m. St. James Campus
45 hours Fee: $45.00 Materials: $25.00
June 9 to July 28

Photographic Black and White Print Workshop PHOT 922

This workshop provides instruction and hands-on experience for those students interested in developing good black and white printing skills. Each student is instructed in the fundamentals of black and white printing techniques with a maximum amount of time available for extended darkroom work. Although beneficial, previous darkroom experience is not required.
Limited Enrolment.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus 45 hours Fee: $45.00
Materials: $25.00
June 10 to July 31

Photographic Composition in Colour Slide Production PHOT 923

This course is designed for people with or without previous experience in photography. Using colour slide material, the student develops technical and aesthetic skills through an extended analysis of photographic composition. Students are encouraged to consider their camera's technical controls (framing, depth of field, and motion) as aesthetic controls to be used toward a full understanding of visual form. After considering photographic composition in the single frame, students build upon that understanding through the development of a sequence of photographs.

Sat. 10 a.m. to 1 p.m. St. James Campus
30 hours Fee: $30.00
April 19 to June 21

Fashion Photography Workshop PHOT 924

Prerequisite: Introductory Photography or basic photography course
This course is designed for students who have basic photographic skills in the area of fashion photography. The student photographs both professional and amateur models under a variety of outdoor conditions and settings involving beach, water, parks, sunsets and public building exteriors. Students study lighting techniques for photographing in open shade, bright sun, cloud cover, and rain, with a minimum of equipment. Students work with and supply their own colour negative film and black and white film.

Sat. 10 a.m. to 6 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $35.00
May 3 to 17 or June 7 to 21

NOTE: First class will be at St. James Campus. Subsequent classes will be on location.

Creative Black and White Printing PHOT 925

Prerequisite: Film processing experience and familiarity with current materials.
This course is for those wishing to have more creative control in producing fine photographic prints. Materials used in printing, such as paper types, developers, fixer types, washing aids and washers are reviewed. Methods to control contrast, such as selecting the proper negative, choosing a light source, paper grades and controlling print colour are investigated. The course also covers the final steps leading up to framing the print, archival processing techniques, dry mounting and matting.
Limited Enrolment.

Sat. 10 a.m. to 1 p.m. St. James Campus
45 hours Fee: $45.00 Materials: $20.00
April 19 to July 26

Dental Technology

Full Denture Construction for the Edentulous Patient NEW DENT 941

Prerequisite: Clinical or laboratory background in full denture construction.
This course demonstrates the steps required to construct full upper and full lower dentures for the edentulous patient. The instructor demonstrates the clinical procedure on a patient and covers the following steps: diagnosis, treatment plan and prognosis; preliminary impressions; border molding custom trays; final impressions; bite registration and face bow transfer; try-in; clinical remount and insertion. The laboratory procedure covers the following steps: pouring preliminary impressions; construction of custom trays; construction of occlusal rims; articulation; set-up; laboratory remount; flasking; boil-out; packing; selective grinding and polishing. Students participate in the laboratory component by doing a complete denture set-up from duplicate preliminary and final impressions.
Students are expected to bring laboratory tools, an articulator and a set of teeth for setting up.

Mon. 6:30 to 9:30 p.m. Casa Loma Campus
36 hours Fee: $36.00
March 31 to June 16

Introduction to Crown & Bridge DENT 923

Prerequisite: DENT 922 — Dental Materials or equivalent.
To introduce the student to the field of fixed prosthodontics.
This course covers the fundamentals of dental anatomy; an introduction to the physiology of occlusion and the fabrication of models and dies all as relation to Crown and Bridge work. The course's major focus is on wax-up procedures for the fabrication of crowns and bridges.

Mon. to Fri. 9 a.m. to 5 p.m. Casa Loma Campus
60 hours Fee: $60.00
July 7 to July 18

Dental Technology Workshops

For a list of required supplies and equipment, please call Anita Madrus at 967-1212, ext. 2442.

Precision Attachments DENT 917

This course is designed to give an overall understanding of the function and work flow of different precision attachments, with emphasis on the crown & bridge phase. Participants should presently work in the crown and bridge department or have done so in the past.

Fri. 6 to 10 p.m. Sat. 9 a.m. to 5 p.m.
Casa Loma Campus 12 hours Fee: $125.00
May 2 and 3

Continuing Education for Dental Assistants and Hygienists

Dental Materials Refresher DENT 942

Prerequisite: Currently working as a Dental Assistant or intending to return to active practice. This course is designed as a refresher course for Dental Assistants. It provides hands-on experience in the use of restorative materials currently used in the dental office. The course provides theory and practice in the following: amalgams, resins, cements and impression materials. This course is designed as a refresher course and should not be seen as a substitute for the Dental Materials course in the Dental Assisting Certificate Program.

Mon. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $12.00
April 21 to May 12

Parallel Technique in Dental Radiography DENT 921

Prerequisite: Certified Dental Assistant or Registered Dental Hygienist and completion of a recognized course in radiation safety.
Course Content: This course provides the student with a review of the terminology in dental radiography; a review of patient protection from exposure to radiation; an explanation of the advantages and disadvantages of the "parallel technique" of taking radiographs. The course also offers instruction in, and classroom time to produce an acceptable full-mouth radiographic survey including processing and mounting of the x-rays.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $83.00
May 1 to May 22

Scaling and Root Planing for the Dentist NEW DENT 943

Prerequisite: D.D.S.
This 15-hour course is designed to focus on basic scaling and root planing skills. The course emphasizes knowledge and skills in Gracey instrumentation and instrument sharpening, and dental practitioners perform root planing on periodentally involved patients. The course format is as follows:
Thurs.: 6:30 - 9:30 Lecture
Fri.: 9:00-12:00 and 1:00-4:00 Clinics
Sat.: 9:00-12:00 and 1:00-4:00 Clinics
Dental practitioners are responsible for providing their own instruments and patients.

Thurs. evening, Fri. (all day) and Sat. (all day)
Casa Loma Campus
15 hours Fee: $200.00
April 10 to April 12

Clinical Course for R.C.D.S. Hygiene Examination RCDS 900

The primary purpose of this course is to provide an opportunity for students to maintain their clinical skills while preparing to take the R.C.D.S. examination. Students work with patients and follow George Brown protocol. Consent forms must be completed by patients and all medical histories and forms must be checked and signed by the supervising D.D.S. Final evaluations of the scaling and the rubber cup polish will be done by a faculty dental hygienist.

Clinic Hours: 9:00 a.m. to 12:00 p.m., 1:00 p.m. to 4:00 p.m.

Orientation & Sterilization of Instruments: 9:30 a.m. to 12:00 p.m., July 21, Rm. 402, 175 Kendal Avenue.

Instruments & Supplies:
Students must provide their own instruments. Individual kits will be sterilized on July 21 a.m. for the p.m. clinical session.
All clinical facilities, sundries and supplies will be provided during clinical sessions.

Decorum:
Full clinical dress, including nametags.

Patients:
July 21 *only* Patients will be booked for the p.m. session for each student. Students must book their own patients for all subsequent clinics.
George Brown College cannot guarantee patients for each clinical session, but students will be allowed to draw from a patient pool and have access to patient files.

Fee: $250.00. Limited enrolment.
July 21 to 25

Application forms and payment must be received by Friday, July 11, 1986 and should be forwarded to Casa Loma Campus, Admissions Office, 160 Kendal Avenue. Registration is accepted and seats assigned on a first-come-first-serve basis. George Brown reserves the right to cancel the program if enrolment is insufficient.

Dental Assisting Certificate

This program is offered jointly by the Health Science Division, Continuing Education Departments of George Brown and Seneca Colleges. It is designed to enable a working Dental Assistant to complete the required courses leading to a certificate in Dental Assisting in a three year period. Every course will be offered over the 3 year period. Students should undertake only some of the subjects offered in any year with the objective of completing the program in a maximum of five years.
Applicants should have an Ontario Secondary School Graduation diploma with credits in biology and chemistry in Grade 11 or 12, or equivalent, and typing at 30 w.p.m.
The following courses must be completed in order to obtain the certificate.
Human Biology BIO 102X
Introductory Psychology PSY 171
Pre-Clinical Techniques PCT 101X
Dental Materials DENT 106X
Microbiology BIO 104X
Language & Communications ENG 193
Oro-Facial Anatomy ANAT 102X
Dental Radiology DENT 109X
Dental Office Procedures DENT 117X
Preventive Dentistry/Oral Pathology DENT 104X
Pharmacology & Emergency Care PHAR 102X
Nutrition NUT 101X

Evening courses offered in the 1986-87 academic year will include:
Human Biology BIO 102X
Introductory Psychology PSY 171
Pre-clinical Techniques PCT 101X
Dental Materials DENT 106X
Microbiology BIO 104X
Language & Communications ENG 193
Oro-facial Anatomy ANAT 102X
Application forms and information materials may be obtained by calling Anita Madrus at 967-1212, ext. 2442. Students may register for courses upon receipt of a letter of acceptance into the program. Students are encouraged to register early.

Nutrition NUT 101X

Prerequisite: Human Biology
This course introduces the student to the theoretical, scientific basis of nutrition in combination with the practical application of this information to food selection. Basic principles of the metabolism of carbohydrate, fat, protein, vitamins and minerals will be presented. The applications will be stressed through audio visual aids, discussions and assessments. Students will perform a nutritional assessment of their own diets using both quantitative and qualitative methods of analysis.

Mon. 6:30 to 9:30 p.m. Casa Loma Campus
24 hours Fee: $24.00
May 5 to June 30

Dental assisting students who are eligible to graduate in the current academic year must apply in writing including proof of eligibility. "Application for Graduation" forms are available from the Casa Loma Admissions Office, 967-1212, ext. 2442.

GEORGE BROWN COLLEGE IN COOPERATION WITH THE ROYAL COLLEGE OF DENTAL SURGEONS OF ONTARIO

Dental Hygiene Refresher Course DENT 932

This two-week, full-time course is designed to meet the needs of the Dental Hygienist who is considering a return to active practice or who is upgrading skills and knowledge in preparation for the Out-Of-Province licensing examination. The course will provide the opportunity to review current dental knowledge and to refine clinical skills. Course content is comprised of up-to-date lectures, electives and patient-dental clinics.

July 7 to 18 Casa Loma Campus
Fee: $350.00 Class size: 20 students maximum
Registration Deadline: June 1, 1986

***For further information,** please contact Evie Jesin any Monday or Wednesday 967-1212, ext. 2229/2504.*

Post Diploma Nursing Certificates

RN Critical Care Nursing

NU 400

Nightingale Campus
Prerequisite: Current Certificate of Competence, College of Nurses of Ontario or, if, from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; Basic Rescuer Certificate, Canadian Heart Foundation; attendance at an Information/Selection session.
The goal of this program is to prepare registered nurses to give competent care to critically ill individuals and their families.
The program is organized in two phases, each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, a case study format is used to build upon the core concepts and focus upon the unstable, critically ill individual suffering from complex, multisystem problems.
Theory includes:
- advanced anatomy and physiology of the vital systems (i.e.) cardiovascular, respiratory, renal, nervous and endocrine
- pathology of selected diseases including medical assessment and management
- nurse's role re selected assessment and supportive measures (e.g.) electrocardiogram, hemodynamic monitoring, venipuncture, intracranial pressure monitoring, ventilators
- systematic nursing assessment of all body systems
- use of nursing process in the critical care setting
- relevent medical-moral issues
- legal aspects of critical care nursing
- ways to promote communication and group process and prevent stress and burn-out

Clinical practice is arranged in one of the downtown Toronto hospitals.
Advanced standing may be granted for parts of the program, based on study at another educational institution and/or related work experience. A certificate is awarded for successful completion of all 10 courses (ie. NEUR 404, NEUR 405, NURS 939, NURS 941, NURS 943, HUMN 402, NURS 940, NURS 942, CCN 403, CCN 404).

Exemptions may be granted for parts of the program, based on study at another educational institution and/or related work experience. A fee of $10 is charged for evaluating these equivalencies and granting course exemptions.

This program is offered full-time and part-time.

***For more information,** and interview dates, please call Jean McLaren at 967-1212, ext. 4231.*

RN Neonatal Intensive Care Nursing

NU 405

Prerequisite: Current Certificate of Competence College of Nurses of Ontario, or if from out of province, eligibility for registration in Ontario; current nursing experience in the area of perinatology (ie. obstetrics, nursery, N.I.C.U.), Basic Resuer Certificate, Canadian Heart Foundation.
This program prepares the registered nurse to provide comprehensive care to critically ill newborns in an intensive care setting and to their families.
Theory includes:
- current concepts of perinatal nursing and high risk pregnancy
- neonatal physiology, including indepth embryology
- problems of the premature and low birth weight infant and the follow up care provided
- care required prior to and during transportation of the newborn
- intervention available to critically ill infants with special neonatal problems (genetic, congenital, respiratory)
- emotional care to the family of the high risk newborn and to the health care provider

Practicum includes:
- participant observation in high risk labour and delivery and antepartum units
- total care of the critically ill newborn including assisted ventilatory care
- use of advanced monitoring and diagnostic equipment
- operating room observation with pre- and post-op care
- blood sampling and intravenous insertion experience
- participation with the transport team
- laboratory and x-ray interpretation
- care of the family of the critically ill infant

Clinical practice with critically ill neonates is given in the Neonatal Intensive Care Unit at The Hospital for Sick Children.
A certificate is awarded for successful completion of all six courses of the program (ie. NURS 938, NEO 412, NEO 413, NEO 414, NEO 415, NEO 416).

Exemptions may be granted for parts of the program, based on study at another educational institution and/or related work experience. A fee of $10 is charged for evaluating these equivalencies and granting course exemptions.

The program is offered on a full-time and part-time basis.

***For more information,** and interview dates, please call Heather Urqhart at 967-1212, ext. 4236.*

RN Operating Room Nurse

NU 401

The goal of this program is to prepare registered nurses to function competently as team members in an operating room.
The program is organized in three sections or phases. Phase I consists of six weeks of theory including:
- Relevant anatomy and physiology
- Principles of asepsis
- Duties of scrub and circulating nurses
- Intensive study of surgical interventions, their indication(s) and complication(s)

Phase II is a ten-week practicum. During this time, the student rotates through several services, (i.e.) General Surgery, Gynecology, Urology, E.N.T., Orthopaedics, Plastics, Ophthalmology and has observational experiences in Neurosurgery and Cardiovascular surgery.
Clinical practice is arranged in one of the downtown Toronto hospitals.
Phase III is three weeks in length. The focus is management of organizational behaviour to prepare nurses to function as first level supervisors. The content includes management theory based on a behavioural human-relations framework, an exploration of research methodology and a study of teaching-learning principles and their application.
A certificate is awarded for successful completion of all four courses (i.e. — ORN 400, ORN 401, ORN 402, HUMN 402).
Prerequisites: See R.N. Critical Care Nursing. This program is offered full-time and part-time.

***For more information** please call Virginia Pollock at 967-1212, ext. 4231.*

Refresher for the Registered Nurse/Upgrading for the Graduate Nurse

NU 402

This full-time program is designed to meet the needs of nurses either to refresh before returning to active practice or to upgrade prior to writing Ontario nurse registration examinations.
The basic program consists of a 13-week core made up of Review of Basics and Medical-Surgical Nursing. Options include:
Psychiatric Nursing
Maternity Nursing
Pediatric Nursing

It normally takes a full calendar year to complete the core program and all the options.

Core programs start March 31, September 2, and December 8.

***For further information,** please call Jackie Salmona at 967-1212, ext. 4229.*

R.N. Examination Review

NURS 927

The aim of this course is to assist graduate nurses to prepare to write nurse registration examinations in Ontario. Content of the course consists of: a review of the most frequently encountered nursing situations in medical, surgical, maternity, pediatric and psychiatric nursing — presented in seminar format; guidelines re how to write multiple choice examinations and practice writing comprehensive examinations similar to provincial registration examinations.

Mon. and Thurs. 6 to 9 p.m.
Nightingale Campus
54 hours Fee: $54.00
March 31 to June 2

RN Occupational Health Nursing

The Collaborative Community College Program for Occupational Health Nurses

NU 408

This academic year, George Brown College is scheduled to offer one of the ten courses in this program.
Prerequisite: Current Ontario Certificate of Competence; one year accumulated experience in nursing within the last 5 years. Preference given to nurses currently employed in Occupational Health Nursing. For more information call Jackie Salmona at 967-1212, ext. 4229.

Statistics

NURS 928

Course Content: This course stresses utilization of the research process. Emphasis is on practical rather than theoretical considerations. Content centres around basic statistics which can be used to interpret and discuss the validity of statistical studies and/or to carry out basic statistical research in the occupational health field.

Wed. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $30.00
April 30 to July 2

Cardiac Monitoring

12-Lead ECG: Analysis & Interpretation

NURS 933

This is an advanced course in electrocardiogram analysis and interpretation. The course is designed to provide the learner with knowledge of the heart and its electrical activity and with the skills necessary for analysis and interpretation of normal and selected abnormal 12-lead electrocardiograms (ECG). Topics include myocardial ischemia and infarction, venticular hypertrophy and atrial enlargement, pericarditis, pericardial effusion, intraventricular conduction defects, aberrancy, myocardial aneurysm, electrolyte abnormalities and drugs. Emphasis is placed on a systematic approach to 12-lead ECG analysis. The course includes formal learner participation in discussions, practical work with 12-lead ECG's, periodic quizzes and a final exam.
Prerequisites: · Registered nurse or medical doctor
· Recent basic course in arrhythmias and/or recent experience working with cardiac monitors.

Tues. 6 to 8:30 p.m. Nightingale Campus
24 hours Fee: $24.00
March 25 to May 27

Cardiopulmonary Resuscitation (CPR)

Cardiopulmonary Resuscitation — Basic Rescuer

CPR 902

Basic life support CPR is a first aid procedure performed by trained lay people without direct medical supervision. It is a component of Emergency Cardiac Care (ECC). The objectives of the course are to know the concepts of basic life support measures in emergency cardiac care and to accurately perform the psychomotor skills of cardiopulmonary resuscitation of the adult and infant in pulmonary and/or cardiac distress. The course follows the guidelines set by the Canadian Heart Foundation. A certificate is issued by the Foundation upon successful completion of the course. Certification is valid for one year only. This course involves close physical contact with fellow students.

Tues. and Thurs. 5:30 to 9:30 p.m.
Casa Loma Campus
12 hours Fee: $12.00 Materials: $7.50
March 20 to March 27
April 3 to April 10
April 17 to April 24
May 1 to May 8
May 15 to May 22
May 29 to June 5
June 12 to June 19

NOTE: Please register at least one week prior to the start of the course.

Cardiopulmonary Resuscitation — Basic Rescuer Recertification

CPR 903

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification. Certification is valid for one year only.
Course Content: This course is designed to review and update material and methods presented in the Ontario Heart Foundation basic rescuer courses and will recertify holders of this certification.
This course involves close physical contact with fellow students.

NOTE: Please register at least one week prior to the start date of the course.

Mon. and Wed. 5 to 10 p.m. Casa Loma Campus
10 hours Fee: $10.00 Materials: $7.50
March 31 to April 2
April 7 to April 9
May 5 to May 7
June 2 to June 4

First Aid

First Aid

HEAL 102X

This course will provide students with skills and knowledge in emergency procedures. It is designed to meet guidelines outlined by the Canadian Red Cross Society.

Tues. 5:15 to 10 p.m. Nightingale Campus
15 hours Fee: $15.00 Materials: $10.00
April 1 to April 22

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Certificate in Haute Cuisine

This program is designed to meet the ever-growing demand for knowledge and practical experience in the creation of fine food in the home. The program consists of 7 courses, starting with Basic Small Quantity Food. It will give the student the opportunity to apply the principles of cooking using raw materials with tested recipes under the guidance of skilled chefs.
The program is followed in sequence by Basic Baking, Advanced Small Quantity Food, Advanced Baking, Appreciation of Wines, Chinese Cuisine (Dim Sum) and Chinese Cuisine (Cantonese). Each student, on satisfactory completion of each course, will receive a certificate of competence, and on completion of five courses will be awarded a Certificate in Haute Cuisine.

Cooking

Vegetarian Cooking F 835

Course Content: An introduction to vegetarian cooking including identification and selection of raw food, various types of cooking methodology, e.g. frying, steaming, and grilling. Explanation of nutritional value of vegetarian products, how to plan menus, and purchase in season.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $56.00 Materials: $40.00
April 7 to June 16

Chinese Cuisine (Dim-Sum) F 900

点心科的课程为期十週，每週一晚，每晚四小時。
学習種類包括：虾餃，燒賣，鲍虾团，假蟹黃，北京水餃，
煎鬼水餃，粉果，煮粉果，咸水角，鹹雅，蓮蓉包，叉燒包，
鳥龍，椰汁糕，西米布甸，杏仁豆腐，及蛋球等。
教授方法是首先由老点心師傅示範，继由学生在本校中
菜部廚房製作。

Wed. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $80.00
April 9 to June 11

Chinese Cuisine (Cantonese) F 901

Course Content: In this course, the student learns the cooking techniques and the preparation of food, Cantonese-style. Among the techniques used are: handling of Chinese cleavers and knives, cooking with different types of wok and the cooking temperatures for various foods. Learn the use of flour, starches, oil and spices and prepare a number of recipes with beef, poultry, seafood and vegetables. Students also learn to prepare a number of popular Cantonese sauces (beef tenderloin sauce, sweet and sour sauce, barbecue sauce and others) as well as several types of soups. All food preparation is first demonstrated by the teacher and then prepared by the students in the Chinese cuisine lab. About 17 different recipes are prepared during the ten-week course.

Mon. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $80.00
April 7 to June 16

Chinese Cuisine (Dim-Sum) F 900

In this course, the student learns to prepare a number of Dim-Sum style Chinese snacks. Among the recipes prepared by the students are: hargar (marinating and making of shrimp paste), shao mai, won ton, simulated coral of crabs, deep fried sour dumplings, ginger and scallion soup, dumplings, fan kwou, vegetarian fan kwou, ham shao kwok, sesame and lotus seed ball, steamed lotus paste and red bean paste buns, B.B.Q. steamed buns, chicken buns, coconut pudding, sago pudding, agar agar almond flavoured pudding, egg puffs and others.
Each of the dishes is first demonstrated by the chef instructor and then prepared by each student in the Chinese cooking lab.

Tues. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $80.00
April 8 to June 10

Wines and Spirits

Appreciation of Wines F 807

Prerequisite: Over 19 years of age.
This course will be devoted to the knowledge of wines from the standpoint of types, vintages, prices, handling, storage, and correct usage in relation to menu, glassware, and serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines. Enrolment limited.

Tues. and Thurs. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $95.00
April 8 to May 8

Advanced Wine Appreciation F 811

Prerequisite: Appreciation of Wines, F 807, and over 19 years of age.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from French and German vineyards. Tasting and sampling will be part of the prescribed course. Enrolment limited.

Mon. & Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $155.00
April 7 to May 7

Junior Gourmet Cooking F 815

Prerequisites: 10-16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be — vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches.

Sat., 10 a.m. to 1 p.m. Kensington Campus
30 hours Fee: $49.00 Materials: $40.00
April 5 to June 7

Mixology (Cocktail Bartending) BAR 503X

Prerequisite: Over 19 years of age.
Course Content: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks. Enrolment limited.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $60.00
April 7 or 8 to June 16 or 17

Meat Cutting

Retail Meat Cutting Theory MC 613X

Course Content: This course explores through lectures and demonstrations the following topics in meat retailing: cutting, grading and characteristics of beef, lamb, pork and veal carcasses. Preparation of poultry for retail sale. Displaying and merchandising of all types of meat products.

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $20.00
April 8 to June 10

Meat Cutting for the Home Enthusiast F 817

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The students will be involved in the cutting and processing of various cuts of lamb, pork, and poultry and the finished product will become the personal property of the student.
In addition there will be a demonstration of the cutting of a side of beef (hindquarters, forequarters) into primal and retail cuts. Students will have the opportunity to purchase and process selected beef cuts at cost price.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $61.00 Materials: $100.00
April 7 to June 16

Baking

Pastry Craft for the Professional Baker BK 904

Prerequisite: BK 903 Cookie Craft for the Professional Baker.
Course Content: The student prepares and mixes a variety of ingredients to produce several types of pies, tarts, choux paste products, Danish pastry, puff pastry and sponge mixes. In the theory portion she/he learns the importance of the 12 major baking ingredients. This requires individual research on colour, fruit, nuts, spices, chemical leavenings, chocolate and dairy products. The theory part is taught from 4 to 6 p.m. and the lab from 7 to 11 p.m. each session. This course represents one of eight modules as developed by the Ministry of Colleges and Universities, Industrial Training Branch.

Wed. 4 to 6 p.m. and 7 to 11 p.m.
Kensington Campus
114 hours Fee: $114.00 Materials: $186.00
July 9 to November 12

Cake Decorating

Cake Decorating BK 639X

Course Content: This course offers the theory and practical experience in cake and pastry decorating techniques. Each three-hour session is structured to provide information through lectures and demonstrations and hands-on experience in the following techniques: piping, icing and modeling techniques, preparation of various decorator icings, "free-hand piping" and "pattern tracing", string work, ornaments, inscriptions, flowers, border designs, techniques with marzipan, chocolate and "rolled fondant".

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $25.00
April 8 to June 10

Certificate in Hospitality Management

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000. The critical consideration in the development of the industry will be the availability of an adequate and well trained supply of personnel. The following courses (each complete in itself) expose future leaders of this industry to various segments of management. Successful completion of 6 of the following 9 courses qualifies the student for a George Brown Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management, or Culinary Management. For information concerning the specific requirements for the certificate, phone 967-1212, ext. 4337.
A TEXTBOOK IS REQUIRED IN MOST COURSES.

Purchasing for Hospitality ACC 108X

Course Content: This course is designed to help students understand the complexities of Food and Beverage purchasing and to understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. This is a basic course which deals with purchasing needs as determined by function, delivery, quantity and price. Subject Matter: Purchasing Specifications; Making Quantity Decisions; Basic Inventory Control and Purchasing; Selecting Suppliers; Determining Prices; Other Costs in Purchasing; Purchasing Procedures; Value Analysis; Buying Outside Canada; Make vs Buy Decisions; Evaluating Purchasing Effectiveness.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $25.00
(includes price of text)
April 10 to June 12

Food Service Facilities — Planning and Design FSF 900

The course investigates the sequence of activities in the development of a food service facility and the roles, responsibilities, and compensations of the professionals who are involved in the planning team: owner, operator, architect, food service designer, equipment contractor, etc. Management of conceptual and physical planning in the overall progression of events are discussed. Assignments and case studies are performed by participants.
Course Content: Topics include: concept and program definition, principles of efficient design and layout, selection of equipment, interior design, capital costs, business practices of the professional consultants and emerging trends in hospitality facilities.
Enrolment is limited.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $15.00
(includes price of text)
April 7 to June 16

Food and Beverage Cost Control ACC 210X

Course Content: The course develops food and beverage cost control techniques typical to the hospitality industry from purchasing through the various functions of receiving, storing, issuing, production, to portion and revenue control. Emphasis is placed on yield testing, recipe pre-costing and the interpretation of cost control information. In addition, the course touches on pricing strategy and the relationship between sales volume and profitability.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $15.00
(includes price of text)
April 7 to June 16

Front Office Operation HIND 222X

An intense professional approach to Front Office procedures, expressing the hotel guest relationship from prearrival to departure. Heavy emphasis on hotel terminology plus strategies of reservation controls, reception and credit procedures along with skills of operation and audit of the NCR 4200 and 250. Attention will also be paid to special situations such as the V.I.P. guests as well as travel agencies and their impact on the hospitality industry.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $5.00
April 10 to June 12

Hospitality Law and Insurance LAW 204X

The objective of this course is to provide the student with a basic and general understanding of Canada's legal system as it pertains to the hospitality industry.
Course Content: The course covers the origins of the law, its tenets and principles, its doctrines and procedures, its approaches and how it works. The specific details of the law that concern the hospitality industry are explored in depth. The studies are designed to provide the student with information upon which to base his/her on-the-job behaviour so that legal difficulties are avoided for the employee, the customer, and the organization.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $20.00
(includes price of text)
April 7 to June 16

Hospitality Accounting ACC 207X

Course Content: To determine the basic accounting data required by operations in the hospitality and tourist industries. To show how better utilization of information from accounting records can be incorporated into budget planning, and improve both the efficiency and profitability of a business. This course covers a wide range of subjects essential to profitable financial management. Topics by Session: Financial, Statements, Planning Budgets and Forecasting; Controls of Food, Beverage and Room Revenue; Cash Flow and Control; Credit Analysis and Control; Inventory Control; Purchasing and Leasing Policies; Control of "Un"-Fixed Assets; Taxation; Priorities for Effective Management.

Wed. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $20.00
(includes price of text)
April 9 to June 11

Human Resources Development PERS 203X

The purpose of this course is to provide the student with the fundamental knowledge and skills necessary to ensure success in managing the human resources of an organization.
Course Content: The course explores the major theories of the management process, its dynamics, its functions, its systems and methods. The student will have the opportunity to practice the management functions of planning, staffing, organizing, directing and controlling the workforce. The course focuses on the development of knowledge and skills in the areas of manpower planning — employment, compensation, motivation, training and development, job design and standards of performance.

Tues. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $5.00
April 8 to June 10

Marketing for the Hospitality Industry MARK 208X

Course Content: To learn to deal effectively and decisively with marketing problems, thereby avoiding needless errors, unhappy customers and waste of time and money. The course material covers the many facets which are vital to a successful marketing program. Topics by session: Analyzing the Marketing Problem; Sales Planning; Equipping to Sell and Service; Direct Mail as a Marketing Tool; Advertising as a Marketing Tool; Supplementary Marketing Aids; Promoting Individual Room Business; Promoting Convention and Group Business; Promoting Food Beverage Sales; Relating All Management Decisions to Marketing.

Wed. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $10.00
April 9 to June 11

How to Start a Restaurant SBM 900

Course Content: This course is intended to brief the student on the many areas of concern when planning and/or operating a new food service facility. The areas explored are: developing the concept, defining the marketing strategy, menu planning, business organization and human resources, food facility layout and design, financial planning, controlling the cost of food, beverage and labour. This introductory course provides the student with the insight into the more specific management courses offered in this series.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $5.00
April 10 to June 12

Dining Room Service

Maximizing Profits from Dining Room Services MARK 915

Prerequisite: Two years of dining room service or similar preferred.
This course is designed to upgrade the performance of dining room service personnel. An analytic approach is used to clarify some basic concepts about the essential components of dining room service. Among other topics, the course deals with problems such as how to establish rapport with the customer, how to determine customer needs, the role of the service person as sales person and how to identify the four social styles and adopt the approach to the customer accordingly. The use of video tape enables the analysis of case studies and group analysis during the workshop.

Tues. 6 to 9:30 p.m. Kensington Campus
28 hours Fee: $28.00
April 8 to May 27

Dining Out: A Tour of Toronto Restaurants F 831

Course Content: Over the last ten years the good life has come to Toronto. No longer do they roll up the streets at dusk; in fact, Toronto has become internationally known for its food, its restaurants and entertainment centres. This unique course will provide the knowledge of the college's food experts in developing and appreciating an educated palate. Lectures will outline the foods of the world, the development of national and regional dishes, methods of preparation, appropriate beverages and service techniques. Each lecture will be followed by a dinner in a restaurant that best exemplifies the food of the country under discussion. Countries discussed in series A will be Greece, Italy, France, Japan and Germany. Fees include the cost of the lecture only. Restaurants chosen will be restricted to the medium-priced range.

Tues. 6 to 10 p.m. Kensington Campus
20 hours Fee: $56.00
April 15 to May 13

English as a Second Language

Learning to Read and Write in English (For Beginners) LT 921

This course is designed for non-native speakers of English with limited literacy skills.
Course Content: This is a course in basic English. Emphasis will be placed on teaching students to read and write, including alphabet work and spelling. The course is intended to prepare students to enter basic English courses for which the students are required to know how to read and write.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $50.00
Registration: *May 12 to 15*
May 26 to August 20

Pre-Intermediate English LT 813

Course Content: This is a course for English as a second language learners who wish to proceed to intermediate English. The course will concentrate on grammar but will include listening comprehension and pronunciation. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
College Campus 50 hours Fee: $83.00
Registration: *May 12 to 15*
May 26 or 27 to August 20 or 21

Intermediate English LT 812

Course Content: This is a course for second language learners who already know some English. Most of the course will be devoted to grammar but there will be some time for the following areas: speaking, writing, grammar and listening comprehension. There may be some work in our language laboratory to improve pronunciation. Students who successfully complete this intermediate course will qualify for the Advanced Course in English offered at College Campus.

Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
College Campus 50 hours Fee: $83.00
Registration: *2 weeks before start dates*
May 26 or 27 to August 20 or 21

Advanced English for E.S.L. LT 803

Course Content: For students who have already learned to speak and write basic English; includes reading comprehension and developing conversational skills and grammar.
Note: Arrangements can be made for students of this class to write the Michigan Test at this campus.

Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
College Campus 50 hours Fee: $83.00
Registration: *May 12 to 15*
May 26 or 27 to August 20 or 21

Advanced Conversational English for New Canadians LT 818

This course is designed for high level intermediate and advanced students of English as a second language. The emphasis will be on developing conversational fluency. There will be no formal instruction in English grammar; therefore, students with grammar problems should register in Pre-intermediate E.S.L. (LT 813) or Intermediate E.S.L. (LT 812).

Mon. and Wed. 7 to 9 p.m. College Campus
40 hours Fee: $72.00
Registration: *May 12 to 15*
May 26 to July 30

Writing For Advanced Students of English As A Second Language LT 819

This course is designed for high intermediate and advanced students of English as a second language. Guidance and practice in the art of

clear written communication is offered. Participants will choose the particular type of writing that is a problem for them. Instruction will develop out of these specific writing problems.

Mon. 7 to 9:30 p.m. **College Campus**
25 hours Fee: $49.00
Registration: *2 weeks before start date.*
May 26 to July 28

Language Test Preparation LT 916

This course is designed for intermediate and advanced students of English as a second language who are planning to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Intensive work will be done in the following areas: listening, reading comprehension, writing, grammar and vocabulary.

Mon. and **Wed.** 7 to 9 p.m. **College Campus**
50 hours Fee: $50.00
Registration: *May 12 to 15*
May 26 to August 20

English Pronunciation Part 1 LT 917

This course is designed for students of English as a second language at intermediate and advanced levels. In this short course the emphasis will be totally on developing good speech production knowledge and habits. Use of the language laboratory will be a part of the course. There will be no formal instruction in grammar.

Tues. 7 to 9 p.m. **College Campus**
20 hours Fee: $20.00
Registration: *May 12 to 15*
May 27 to August 5

English Pronunciation Part 2 LT 919

Prerequisite: LT 917 or previous study in phonology.
Course Content: This course will help students who have completed LT 917, or those who have studied some phonology in another course. Emphasis will be on refining English speech production with further study in transcription, sounds, stress and intonation.

Tues. 7 to 9 p.m. **College Campus**
20 hours Fee: $20.00
Registration: *2 weeks before start date.*
May 27 to August 5

English for Science and Technology LT 922

This 80-hour course is designed for non-native speakers of English. Applicants should have a good grounding in English. There will be an entrance test, and only people whose level is suitable will be accepted.
Course Content: This course will concentrate on developing the student's ability in all aspects of scientific and technological English. It will be particularly helpful for students intending to work in this field or to study in one of these areas at a college or university.

Tues. and **Thurs.** 6:30 to 9:30 p.m. **College Campus**
80 hours Fee: $80.00
Registration: *May 12 to 15*
May 27 to August 28

Language Teaching

A Practical Course in Teaching English as a Second Language to Adults LT 912

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in, or those who have a future commitment to, the field.
Course Content: The course is divided into two major sections: 110 lecture hours on Monday and Wednesday **evenings**, and a two-part practicum **during the day.**
Lectures cover theoretical and practical topics in linguistics and Teaching English as a Second Language (TESL). The majority of lecture hours are devoted to general ESL methodology and the discrete language skills of listening, speaking (including pronunciation), reading and writing. In addition, a substantial number of hours are spent studying phonetics, phonology, grammar, language testing, psycholinguistics and sociolinguistics.
The first segment of the practicum (10 hours, September to December) comprises lesson observation.
The second segment (20 hours, January to April) comprises practice teaching under the guidance of experienced ESL teachers.
Enrolment is limited. To obtain an application form please phone Sophie Pandi, 967-1212. Applicants will be accepted on the basis of a personal interview. Interviews are conducted and completed in June.

Mon. and **Wed.** 7:15 to 9:15 p.m. **College Campus**
140 hours Fee: $140.00
Registration deadline: *June 27*
Classes start September 15, 1986

French

George Brown offers French courses to Torontonians wishing to improve their skills as speakers of French as a second language, and to metropolitan area Francophones and advanced speakers of French interested in acquiring work-related or leisure time skills in French.
The principal aim of our second language courses is to develop conversational skills using a communicative approach.
Learning techniques include role-playing situations and games. Good pronunciation and sound structures are stressed at all levels.
Listening skills are also emphasized.
Placement interviews before starting dates will insure that students start out at the appropriate level.
For students who have already reached an intermediate or advanced level in French, we offer a CERTIFICATE OF PROFICIENCY IN FRENCH. This certificate will be particularly useful to people who need to use French professionally, as they will not only have the opportunity to upgrade their oral abilities but will also have the option to work on written and business-related materials. However, general interest courses are also offered for those who do not need business skills. A general outline of the program can be found below. All the courses offered in the certificate program can also be taken as non-credit courses. You may choose to discover French cultural life with the *Vivre en français à Toranto* and *Intraductian à la chansan française* courses or discuss major issues of our time in *Le fait français au Canada.* You might also want to join Toronto Francophones as they develop work-related skills like *Maîtrise du français écrit*, microcomputer programming, or translation.
If you want to spend your evening hours or Saturdays enjoying with others the pleasure of learning how to cook, take photographs and develop them yourself, or paint and draw, sign up for one of George Brown's famous hands-on training courses — in French!

Not all courses are offered during the spring semester.

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Certificate of Proficiency in French

This certificate is designed for students who, having already attained an intermediate or advanced level in French, want to upgrade it in order to use it in work-related or social situations. To be eligible, students must have an oral placement test and be found fluent enough to be placed at least at level 3. Students who are placed at higher levels will be granted equivalence status for the lower levels. Students must complete level 5 and be enrolled in level 6 before they are allowed to enrol in any of the courses given in french.
NOTE: Students enrolled in the *Certificate of Praficiency in French* must normally attend at least 80% of the classes and obtain a "B" standing in order to proceed to the next course or level. Since students progress at different rates, they have the choice of attending the Speaking French classes once (LT 805) or twice (LT 804) a week. Success at any level is based on meeting specified objectives rather than completing a given number of hours. Students who complete immersion programs in La Pocatière will also be granted credits.

Students who are exempted from the Speaking French courses must complete a minimum of five credits in order to graduate. Students who take one or more of the Speaking French courses must complete four courses in French in order to graduate.

Compulsory courses

Speaking French — levels 3 4, 5, 6 LT 804 or LT 805 (or LT 828 offered in summer) Grammaire française LT 927 (fall '86) Le fait français au Canada LT 824

Electives (two or three courses chosen from this selection)

Vivre en français à Toronto LT 925
La chanson française LT 829
Le français langue des affaires LT 928 (Winter '87)
Maitrise du français écrit LT 822
Communication écrite LT 926
Introduction à la traduction LT 823
La programmation sur micro-ordinateur PRGM 925A or PRGM 935A

Students who wish to incorporate any other French courses in the certificate program should discuss this possibility with members of the French department.

Interviews

New students of French as a Second Language must have a short placement interview during the registration week, two weeks before the start of classes. Times and places for placement interviews are indicated after each course listed below. Returning students should register at least two weeks before the start of courses. A brief description of course content follows.

Basic Level Courses
Levels 1A — 1B and 2A — 2B

Students develop basic strategies enabling them to express themselves simply in various daily situations. The principal aim of these courses is to develop conversational skills but attention is also given to the building of sound structural foundations and to good pronunciation. In level 2, students are encouraged to express opinions, relate events and tell simple stories. Rudiments of the past and the future are also studied.

Intermediate Level Courses
Levels 3 and 4

At the intermediate level, students learn to express themselves with added precision and correction. They are urged to discuss topics of personal interest, to speak about events that are taking place in their lives and in the world at large. A lot of the work done in class is based on the interests and occupations of the students.

Advanced Level Courses
Levels 5 and 6

At the advanced level, students are able to convey their messages in just about any situation. They refine their skills in expressing doubt, insistence, feelings, necessity, etc., gradually integrating idioms and finer points of grammar. They also meet the challenge of defending opinions and ideas, and are encouraged to take full advantage of Francophone activities available in Toronto.

Conversational French — Intensive (all levels) LT 828

Placement interviews for Conversational French — Intensive classes will take place on the following dates: May 5 to 8, from 5 to 6:30 p.m.

Tues. and **Thurs.** 6:15 to 9:15 p.m. **College Campus**
36 hours Fee: $56.00
May 13 to June 19 or June 24 to August 5

NOTE: Students who plan to take the second session of LT 828 should phone for an interview at 967-1212, ext. 4388 at least two weeks before classes start.

Speaking French (all levels): LT 805

Mon. or **Wed.** 6:15 to 9:15 p.m. St. **James Campus**
36 hours Fee: $56.00
May 26 or 28 to August 11 or 13
Placement interviews for the Speaking French classes will take place on the following dates:
5 to 6:30 p.m. May 5 to 8 roam 429
New students must have an interview *before* registration.

Cours en français

Pour vous inscrire aux cours suivants vous pourriez compléter la formule à la fin de ce répertoire et la poster ou aller directement au bureau d'inscription sur le campus où le cours a lieu. Inscrivez-vous le plus tôt possible pour être sûr(e) d'avoir une place.

Veuillez téléphoner au département de français pour de plus amples renseignements: 967-1212 poste 4388.

Vivre en Français à Toronto LT 925

Ce cours permet aux Torontois anglophones ayant un niveau très avancé de communiquer régulièrement en français à leur niveau tout en prenant contact avec les ressources francophones de Toronto.
Le cours comprend des sorties culturelles (surtout théâtrales), des entretiens avec des Francophones travaillant à Toronto et l'exploitation des réseaux d'information de Toronto.

mardi 19h00-22h00 **Campus St-James**
36 heures Coût: 56 $ (plus les sorties)
du 27 mai au 19 août

Le Fait Français au Canada LT 824

Dans ce cours on trace l'historique du Canada français et l'évolution actuelle de la société franco-canadienne sur les plans sociologique, politique, économique et culturel. Dans le cadre de discussions animées par un professeur expert en la matière, les apprenants tentent de mettre en lumière certaines constantes et variables de cette société en pleine évolution.
Comme matériel, les étudiants se servent des numéros les plus récents de *l'Actualité.*

lundi 18h15-21h15 **Campus St-James**
36 heures Coût: 56 $ Matériel: 3 $
du 26 mai au 18 août

Introduction à la traduction LT 823

Ce cours initie les apprenants bilingues aux techniques nouvelles de la traduction leur donne l'occasion de développer une approche pratique dans différents domaines. En traduisant des textes tirés de domaines variés (littérature, sciences, publicité, finance, économie, etc.), les étudiants approfondissent leur connaissance pratique du vocabulaire, de la grammaire et de la stylistique. Le cours traite également des thèmes et des versions. Il ne forme pas de traducteurs professionnels.

mardi 18h15-21h15 Campus College
36 heures Coût: 56 $
du 15 avril au 8 juillet

Introduction à la Chanson Française LT 829

Dans ce cours, les apprenants découvrent la chanson française à différentes époques et aux quatre coins de la francophonie.
Selon les intérêts particuliers manifestés par les apprenants, différents thèmes peuvent être étudiés à l'aide de documents sonores et de cassettes vidéo. Des diaporamas sur les arts et l'architecture et des textes originaux permettent aux étudiants de situer le matériel musical dans son contexte social.
Des invités et interprètes participent occasionnellement aux classes. Des sorties musicales sont également prévues.

mercredi 18h-15-21h15 Campus Casa Loma
36 heures Coût: 56 $
du 16 avril au 2 juillet

Sign Language

Introduction to Sign Language CES 900

American Sign Language (ASL) is a visual-gestural language created by deaf people and serves as the first language of hundreds of thousands of deaf people across Canada and the United States. This course introduces students to basic ASL structure and vocabulary through a communicative or direct experience method. The focus will be on achieving survival level expressive skills and the development of strong receptive skills. Students must purchase a textbook.
Instructor: Brian Hunter is a teacher of Sign Language with the Canadian Hearing Society as well as a freelance Sign Language Interpreter employed by the Secretary of State and Ontario Interpreters Services. Certified Sign Language Interpreter, Registry of Interpreters, U.S.A.

Tues. 6 to 8 p.m. or 8 to 10 p.m. Casa Loma Campus
24 hours Fee: $24.00
April 15 to July 8

Sign Language — Level II NEW CES 901

Prerequisite: Introduction to Sign Language — CES 835 or equivalent.
The Level II American Sign Language course introduces the student to more structures, grammatical features and vocabulary based on those learned in the Level I class. Both receptive and expressive skills are emphasized using a conversational method in class. Text used is the same as Level I.
Instructor: Brian Hunter

Mon. 6 to 8 p.m. Casa Loma Campus
24 hours Fee: $24.00
April 14 to July 7

Italian

Italian Language and Heritage (Basic) LT 806A

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $83.00
Registration: *2 weeks before start date*
May 26 to August 20

Spanish

Spanish Language and Heritage (Basic) LT 808A

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $83.00
Registration: *May 12 to 15*
May 26 to August 20

Spanish Language and Heritage (Intermediate) LT 808B

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Mon. and Wed. 7 to 9 p.m.
College Campus 50 hours Fee: $83.00
Registration: *May 12 to 15*
May 26 to August 20

Spanish Language and Heritage (Advanced) LT 808C

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $83.00
Registration: *May 12 to 15*
May 26 to August 20

German

German Language LT 817

This course offers general German language development appropriate to the individual's competence.

Mon. and Wed. 7 to 9 p.m. College St. Campus
50 hours Fee: $84.00
Registration: *May 12 to 15*
May 26 to August 20

Chinese

Chinese Language (Mandarin) LT 825

Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Chinese culture.

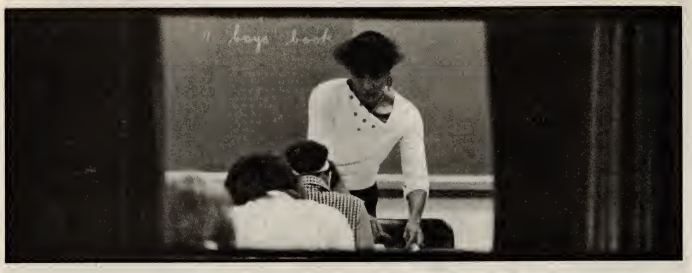
Mon. and Wed. 7 to 9 p.m. College St. Campus
50 hours Fee: $83.00
Registration: *May 12 to 15*
May 26 to August 20

Arabic

Standard Arabic For Beginners LT 918

This course will offer a basic knowledge of the Modern Standard Arabic language which is used throughout the Arab world. Special attention will be given to conversational skills and content will focus on contemporary Arab values. Class activities will concentrate on situations relevant to those engaged in business with the Arab world.

Mon. and Wed. 7 to 9 p.m. College St. Campus
50 hours Fee: $50.00
Registration: *May 12 to 15*
May 26 to August 20



Psychology

Psychology — An Introduction PSY 907

This course looks at the "why" of human behaviour. It offers the student an introduction to personality theories and therapies. Human experience in terms of sensation, perception and states of consciousness are covered. Other dimensions of behaviour included are motivation and emotion, learning and thinking, sex roles, and attitudes.

This course is equivalent to courses offered in post secondary day programs in business and technology at George Brown.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
April 24 to July 24

Economics

Economics — An Introduction EC 900

A grounding in economics is useful to anyone who would like to understand inflation, government deficits and high unemployment in the Western World. This course is essential to those pursuing business-related studies. Content of this course includes basic economic theories and forms of business organizations; taxation; supply and demand theories; the price system; government intervention in the market; competition and the monopolies; and government control and legislation.

This course is equivalent to courses offered in post secondary day programs in business and technology at George Brown.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
April 22 to July 29

Law

Law in Society ENG 911

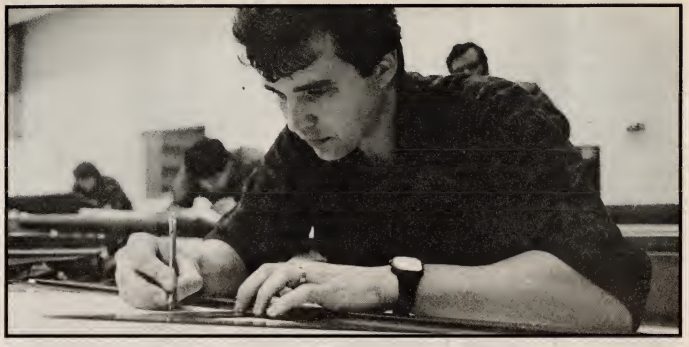
This course provides the student with a better understanding of how the law works in the context of modern society, reviews societal structures, groups and institutions that shape modern life, and examines practical issues relating to Canadian law. It includes an overview of the Canadian legal system with some reference to controversial issues, for example, matrimonial law. Given the growing complexity of society, and the resultant need to understand and cope with social change, this course offers a career-bound individual a valuable legal and sociological perspective. NEW

Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $65.00
April 10 to July 10

Women's Roles in the Workplace NEW HS 803

This course is designed to explore women's changing roles in the workplace. Through a series of short lectures and group discussions, students examine such topics as: societal expectation and changing patterns of behaviour; the relationship between anatomy and physiology and women's roles; women's responses to stress: are they different?; dealing with conflict; understanding sexuality; and discerning priorities.
This course is co-sponsored by the King-Bay Chaplaincy. The course leader is Elizabeth Ferguson, R.N. Nurse-Educator, King-Bay Health Service.

Wed. 5:30 to 7:30 p.m. St. James Campus
10 hours Fee: $50.00
May 7 to June 4



Mathematics & Science

Medical Terminology I — ANAT 100X

This course is suitable for medical secretaries and other medical auxiliaries.
This course includes the following topics: terminology related to normal structure and functions of various body systems; introduction to terminology related to disease states; and introductory overview of hospital charting practices including pertinent abbreviations.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
April 8 to June 10

Mathematics I — MATH 100X

Course Content: Fundamental concepts and operations of arithmetic and algebra, functions and graphs, trigonometric functions, linear equations, algebraic factoring and fractions, quadratic equations, oblique triangles, systems of linear equations, exponents and radicals.

Tues. and **Thurs.** 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $90.00
April 22 to August 5

Mathematics II — MATH 200X

Prerequisite: MATH 100X — Mathematics I, or equivalent.
Course Content: Binomial theorem, trigonometry, analytic geometry, differential calculus, integral calculus.

Tues. and **Thurs.** 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $90.00
April 22 to August 5

Trade Calculations — MATH 605

Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagroean theorem; solutions of triangles; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae; plane geometry applied to trade problems; mensuration, graphs, charts and trade estimating; ratio, proportion and variation.

Tues. and **Thurs.** 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $90.00
April 22 to August 5

Mechanics

Mechanics I — MECH 100X

Prerequisite: MATH 100 — Mathematics I or equivalent (prior to or concurrent with Mechanics I).
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Mon. and **Wed.** 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00
April 21 to June 30

Mechanics of Materials — MECH 110X

Prerequisite: MATH 200 — Mathematics II, and MECH 100 Mechanics I.
Course Content: Mechanical properties and testing; unit stress and strain; beam type members — statically determinate; thin cylinders and joints; resilience; torsion, combined stresses.

Mon. and **Wed.** 7 to 10 p.m.
60 hours Fee: $60.00
April 21 to June 30

***For more information** about Math & Science courses, please call 967-1212, ext. 2481.*

Day Classes: Classes start continuously. Adjustments are made for holidays.

Evening Classes:
Classes are held on Mondays and Wednesdays.

***For more information** on start dates for Real Estate courses phone 967-1212, ext. 3218.*

Real Estate

An Introduction to Real Estate Segment I — RE 900A

Course Content: This course covers the following topics: ownership of real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans; benefits and services of a broker; a career in real estate; relationship of principal and agent; the typical real estate transaction. Textbook extra.

Day: 6 hours daily 8:30 a.m. to 3:30 p.m.
Night: 3 hours daily 6:30 to 9:30 p.m.
Adelaide Campus 30 hours
Starts continuously

An Introduction to Real Estate — Segment II — RE 900B

Prerequisites: Evidence of completion of Segment I: 75% pass mark on the examination of Segment I.
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker — salesperson relationship; ethics; municipal regulations; subdivision control; introduction to land descriptions; construction; evaluation; advertising; mortgages; agency law; statutes affecting the Real Estate business; parties to contract; contract law; agreement of purchase and sale. Textbook extra.

Day: 6 hours daily 8:30 a.m. to 3:30 p.m.
Night: 3 hours daily 6:30 to 9:30 p.m.
Adelaide Campus 60 hours
Starts continuously

An Introduction to Real Estate — Segment III — RE 900C

Prerequisites: Evidence of completion of: Segment II: 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day to day Real Estate operation. Textbook extra.

Day: 6 hours daily 8:30 a.m. to 3:30 p.m.
Night: 3 hours daily 6:30 to 9:30 p.m.
Adelaide Campus 60 hours
Starts continuously

Principles of Appraisal — RE 903

Course Content: The purposes and functions of real estate appraisal; the nature of real property value; legal aspects of real estate; the appraisal process; general area and neighbourhood trends; site analysis; site valuation and problems; introduction to appraising subdivisions; how to inspect and measure a property; building materials and equipment, architectural styles and functional utility; building cost estimates; accrued depreciation; problems relating to the cost approach (land and building valuation); introduction to direct sales comparison (market data approach); introduction to the income approach; correlation (and final estimate of value); course review. Fee includes exam fee. Textbook extra.

Day: 4 hours daily 8:30 a.m. to 12:30 p.m.
Night: 4 hours daily 6:00 to 10:00 p.m.
Adelaide Campus 40 hours
Starts continuously

Real Property Law — RE 905

Course Content: History of real property law; rights and limitations of ownership; estates in land; interests less than estates; leases; convenants; transfer of interests in land; role of real estate agent; mortgage law; contract law; use of real estate forms; the lawyer and the agent; Real Estate and Business Broker's Act; Condominium Act; Planning Act; Income Tax Act; Land Speculation Act; Land Transfer Act; Expropriation Act; review. Fee includes exam fee. Textbook extra.

Day: 4 hours daily 8:30 a.m. to 12:30 p.m.
Night: 4 hours daily 6:00 to 10:00 p.m.
Adelaide Campus 40 hours
Starts continuously

Industrial, Commercial & Investment — RE 904

Course Content: Scope of the commercial investment field; the municipality, planning and zoning; development of the region; feasibility studies; the office building — developer's and tenant's viewpoint; the shopping centre — developer's and tenant's viewpoint; apartment building; ownership versus leasing — co-operatives and condominiums; investment — comparison of types and legal and tax problems; syndication; sale of business — the Real Estate and Business Broker's Act and the Bulk Sales Act; financing commercial projects — lender's and borrower's viewpoint. Fee includes exam fee. Textbook extra.

Day: 4 hours daily 8:30 a.m. to 12:30 p.m.
Night: 4 hours daily 6:00 to 10:00 p.m.
Adelaide Campus 40 hours
Starts continuously

Principles of Mortgage Financing — RE 902

Course Content: Mortgage terminology; mortgages as an investment; the mortgage market; types of mortgages and lenders; the borrower's needs; the lender's needs; submitting the application for a mortgage; the role of secondary financing; mortgage specialties; property appraisals. Fee includes exam fee. Textbook extra.

Day: 4 hours daily 8:30 a.m. to 12:30 p.m.
Night: 4 hours daily 6:00 to 10:00 p.m.
Adelaide Campus 40 hours
Starts continuously

Note: Register for real estate courses at 258 Adelaide St. E., first floor, Office hours: 8 a.m. to 4 p.m.

TRAINING IN HOUSING REHABILITATION SKILLS: Inspecting Dwellings and Introduction to Specification Writing CES 813

George Brown College, in cooperation with the Canada Mortgage and Housing Corporation (CMHC), is offering the first of four courses in the "Training in Housing Rehabilitation Skills" program.

Designed to improve the knowledge and skills of those involved in the housing rehabilitation and renovation field, this course is of particular interest to contractors, building inspectors, appraisers, property managers and real estate agents.

This course is a prerequisite for subsequent courses in the series. The fee includes a comprehensive training manual.

Inspecting Dwellings and Introduction to Specification Writing
Sat. 8:30 a.m. to 5 p.m. Casa Loma Campus
48 hours Fee: $205.00 Materials: $65.00

The following topics are covered: inspecting an existing dwelling; identifying systems and components of the dwelling; identifying problems and their causes; recording and writing up deficiencies and describing the work required for repair and replacement; introduction to specification writing.

The course includes supervised on-site dwelling inspections.

Dates: *Moy 3 to June 14*

***For more information** obout this progrom, call 967-1212. ext. 2436.*

Architectural

Blueprint Reading & Drafting

Architectural Drafting — Part II DR 901

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00
April 8 to June 12

Architectural Art and Presentation — Part I DR 902

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.
Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc. use of pencil, pen, markers and letratone.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
April 7 to May 7

CADD

Introduction to CADD for Architects & Civil Engineers CAD 951

Prequisite: Minimum 2 years drafting experience. This course covers the following topics: types of computers; types and differences of various CADD systems; the operation of a graphics work station; the application of the points, lines and arcs CADD functions; basic geometric construction elements; the operation of a digitizer, copier and plotter; establishing scales; setting line, plot and colour fonts; using menus; panning; zooming; filling; dimensioning.

Tues., Wed. 7 to 10 p.m. Casa Loma Campus
36 hours Fee: $160.00
April 8 to June 24
April 9 to June 25

Advanced CADD for Architects and Civil Engineers CAD 952

Prerequisite: Introduction to CADD.

This course covers the following topics: tile structure, parts library; back-up procedures; file maintenance; deletion and archiving; selection of optimum commands; creation of personal menus: merging files; editing text files. The students welect their own projects for CADD development from the area of their disciplines.

Sat. 8 a.m. to 2 p.m. Casa Loma Campus
36 hours Fee: $160.00
April 19 to May 17

Heating/Air Conditioning

Propane (Plant Operator 3) HT 921

This course provides the necessary knowledge of propane to write the Fuels Safety Branch Plant Operators — 3 licence. Topics covered include: properties of propane safety procedures, filling of propane containers and propane powered vehicles, and maintenance of filling plant.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
6 hours Fee: $17.00 Exam Fee: $35.00
April 21 to April 23

Residential Heat Pumps AIR 908

Prerequisite: REF 900, AIR 905 or equivalent. Review of refrigeration fundamentals and air conditioning systems in the home. Basic heat pump cycle and heat pump application. In depth investigation of cycle components including four-way reversing valve operation. Installation and service, procedures and problems. Typical electrical control circuitry and operation. Efficiency measurements such as: C.O.P., E.E.R. and S.E.E.R. Balance Point Determination.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus 30 hours Fee: $30.00
April 8 to May 8

Masonry

Bricklaying MAS 900

Course Content: The tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus 60 hours Fee: $60.00
April 2 to June 6
June 10 to August 19

Carpentry

Carpentry for the Homeowner — Basic CAR 901

Course Content: This course is for people who are interested in the proper use of portable power and hand tools for projects usually found around the home or cottage, such as hanging and trimming doors, installing locks and all those other jobs and repairs that require the knowledge of simple, but effective carpentry work.

Tues. and Thurs., 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
June 10 to July 15

Refrigeration

Refrigeration Operator "B" Class REF 912

Topics covered include: refrigerants, theory of refrigeration, types of compressors and condensers, compressor systems, maintenance, charging, purging and removal of ammonia, types of valves and fittings, brine making and maintenance, efficiency of refrigeration plant, ammonia leakage, general care, inspection, and annual check and overhaul.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus 48 hours Fee: $48.00
May 5 to June 30

Compressor Operator

Compressor Operator COM 900

This course covers the following topics: definitions, basic theory and formula; compressor efficiency; air compressor types; air compressor application; air compressor valves, pistons; steam driven compressors; cylinder unloaders, controls; auxiliary equipment; lubrication; air compressor systems; electric driving motors and safety devices.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus 48 hours Fee: $48.00
May 6 to June 26

Electro-Mechanical

Electrical

Electrical Apprentice Review EL 900

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year. Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Mon. and Wed.-6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
Morch 31 to June 9

Electrical Pre Exam EL 950

Prerequisite: Designed for journeymen who are seeking interprovincial standards and those journeymen referred by the Ministry on Provisional Certificates.
Theory, code and equipment over the entire apprenticeship training area.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
Morch 31 to June 9

Hydro-Electric Power Commission Regulations (Master Electrician) EL 902

Prerequisite: At least fifth term apprentices, or journeymen.
Use of code book; application of regulations and tables; electrical installation calculations relevant to code regulations and tables; suitable preparation for examinations leading to Certificate of Qualification and Master Education.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $10.00
April 1 to June 5

Stationary Engineering

Power Plant Heating, Refrigeration and Air Conditioning — 1st Class STAT 914

Course Content: This course covers Refrigeration and Air Conditioning (IV).

Wed. 6 to 9 p.m. Casa Loma Campus
15 hours Fee: $15.00
April 30 to May 28

Power Plant Drawing — 2nd Class STAT 927

Course Content: This course covers Blueprint Reading (I).

Wed. 6 to 9 p.m. Casa Loma Campus
12 hours Fee: $12.00
April 30 to May 21

Power Plant Applied Mechanics — 3rd Class STAT 931

Course Content: This course covers the following topics: Turbines (I); Internal Combustion Engines (II).

Tues. & Thurs. 6 to 9 p.m. Casa Loma Campus
36 hours Fee: $36.00
May 6 to June 12

Numerical Control

Computer Numerical Control I NC 900

Prerequisite: Knowledge of machine shop practices with Grade 12 mathematics.
Course Description: This course is a practical hands-on approach to numerical control programming. Class size is limited to give the participant maximum involvement in the course. Topics covered include: Principles of Numerical Control; Machine Types and Co-ordinate Systems; Machine Codes; Canned Cycles; Subroutines; Tape Preparation; Machine Set up and Operation.

Sat. 9 a.m. to 3 p.m. Casa Loma Campus
30 hours Fee: $150.00 Material Fee: $30.00
April 12 to Moy 10

C.A.D.

Computer Aided Design I (Mechanical) NC 906

Minimum two years drafting experience with a good knowledge of drawing office math.
This course provides an intensive practical hands-on introduction to Computer Aided Design Drafting. Small class sizes allow the participants to follow an individually paced program in the form of projects designed to highlight the course content.
Topics covered will include: Introduction to C.A.D.D.; types and uses of CAD systems, system commands; basic shape generation; manipulation; dimensioning; 2-3 dimensional representation; plotting drawings. Participants will also have access to the C.A.D. Centre resources during the length of the course.

Sat. 9 a.m. to 3 p.m. Casa Loma Campus
30 hours Fee: $300.00 Material Fee: $50.00
April 12 to Moy 10
May 17 to June 14

Computer Aided Design II (Mechanical) NC 907

Prerequisite: Minimum Grade "B" in CAD I
This course offers a hands-on experience in advanced graphic techniques. With a limited enrolment, the course is designed to give the participant the maximum terminal time possible. Participants will also be able to access the College CAD centre during the length of their course.
Topics covered will include: review of basic construction techniques; advanced shape generation; introduction to layers; pattern/symbol creation use of patterns; plotting.

Sun. 9 a.m. to 3 p.m. Casa Loma Campus
30 hours Fee: $300.00 Material Fee: $50.00
Moy 18 to June 15

Acting for Film & Television — Basic THEA 934

Classes are held in the Video Studio, Casa Loma Campus. Students get practical on-camera experience in a variety of comic and dramatic scenes. Special topics are addressed on individual nights such as blocking, retakes, timing, emotion, presence, confidence and intensity.

Tues. or Wed. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $25.00
April 15 or 16 to June 17 or 18

Acting for Film & Television — Intermediate THEA 936

Prerequisite: Acting for Film and Television — Basic, or equivalent.
Students participate in on-camera workshops to develop their concentration, intensity, confidence, and character range. Students are encouraged to select individual study pieces that are close to their character range.

Fri. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $25.00
April 18 to June 20

Acting for Film & Television — Advanced THEA 938

Prerequisite: Professional acting experience.
Professional level actors have the opportunity to workshop scenes on camera with other committed actors and to analyze their performance on playback.
The classes emphasize building a character and explore what makes certain film and television characterizations work over long periods of time.

Thurs. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $25.00
April 17 to June 19

The summer School of Dance at George Brown College is designed for serious dance students who wish to improve their technique through intensive study with professional artists. Under the careful direction of Lois Smith, the School has established a solid reputation for its commitment to excellence... excellence visible in technical as well as artistic achievement.

With the same dedication to high standards which led to her acclamation as Canada's first Prima Ballerina, Lois Smith has remained constant in her belief that balletic artistry implies much more than technical proficiency. A career which has spanned more than 30 years and which has encompassed many of the world's great stages, has served to strengthen this conviction. In the proven tradition of master and apprentice, Lois Smith offers students of dance an opportunity to benefit from her unique experience and to share in her vision of artistic competence.

For senior students, the Summer School culminates in a series of public performances. Through these performances, in an atmosphere of professional integrity, students are made more aware of the implicit nature of their craft.

The George Brown College

School of Dance

Lois Smith, Artistic Director

The Programs

SENIOR DIVISION
June 30 to August 8, 1986
Six weeks, 26-30 hours per week.
Intermediate and Advanced levels.

CURRICULUM: Ballet, Pointe, Coaching (boys), Variations, Modern, Jazz, Spanish (Intermediate), Pas de Deux (Advanced), Rehearsals and Performances.

FEE: $600

ELEMENTARY DIVISION
June 30 to July 25, 1986
Four weeks, 21 hours per week
Pre-Elementary and Elementary levels.

CURRICULUM: Ballet, Pointe, Coaching (boys), Modern, Jazz, Spanish, and Workshop.

FEE: $450

JUNIOR DIVISION
June 30 to July 25, 1986
Four weeks, 18 hours per week.
- *12 and 13 years old with 4 to 5 years previous training. (Group A)*
- *10 and 11 years old with 2 to 3 years previous training. (Group B)*

CURRICULUM: Ballet, Pointe (Group A), Stretch (Group B), Mime, Jazz and Spanish.

FEE: $450

CHILDREN'S DIVISION
June 30 to July 11, 1986
Two weeks, three hours daily
July 14 to 25, 1986
Two weeks, three hours daily
- *Creative Movement: 6 to 7 years old with no previous experience necessary*
- *Children's Ballet: 8 and 9 years old with 1 to 2 years previous experience.*

CURRICULUM:
Children's Division students will receive classes in visual arts, theatre arts and music in addition to their daily dance instruction. Students may take either one or both two week sessions.

FEE: $150 (each two week session)

ADULT DIVISION
Recreational classes for adults in ballet and jazz technique are offered Monday through Thursday evenings. Classes for novices and experienced dancers are offered.

June 30 to August 8, 1986
Six weeks, variable hours
Four levels of Ballet Technique and two levels of Jazz Technique.

FEES: one class per week: $ 50
two classes per week: $ 90
three classes per week: $126
four classes per week: $158

For more information about George Brown's School of Dance, please call 363-9945.

Mail-in Registration Application

Please complete **all** blocks and mail the completed registration application and payment to:

_____ Campus
(Insert campus for your course here)
Part Time Courses
George Brown College
P.O. Box 1015, Station "B", Toronto, Ontario M5T 2T9

For instruction on how to register by mail, see page 3.

Mail-in registrations should be received by the College at least three weeks before the course starts.

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

USE THIS FORM FOR ONE COURSE ONLY

George Brown
The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + | MATERIAL FEE $ = | PAYMENT $

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES / NO

STUDENT SIGNATURE _____ DATE _____

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

USE THIS FORM FOR TWO COURSES ON SAME CAMPUS

George Brown
The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

FIRST COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + | MATERIAL FEE $ = | PAYMENT $

SECOND COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + | MATERIAL FEE $ = | PAYMENT $

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES / NO

STUDENT SIGNATURE _____ DATE _____

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Dental Technology
Orthotics/Prosthetics Technician
Clinical Methods in Orthotics/Prosthetics
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Refresher for the RN
Registered Nurse
— Critical Care Nursing
— Operating Room Nursing
— Neonatal Intensive Care
Chiropody

Architectural Technology Division
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Construction Engineering—Management
Mechanical Engineering
— Machine Design
— Tool Design
Stationary Power Plant Engineering
Air Conditioning—Refrigeration Engineering Technician
Mechanical Engineering Technology (Tool and Machine Design)
Civil Engineering Technology
Construction Engineering Technology
Drafting Technician
Piano Technician
Architectural Technician — Drafting
Architectural Technology
Residential Construction Management

Business Division
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— Accounting
— Data Processing
— Marketing
Business General
Physical Distribution
Business Administration
— Accounting
— Data Processing
— Marketing
Computer Programmer
Business Diploma — Insurance
Property Management — Residential
Retail Management
Sales
Secretarial Arts — General
Office Systems Administration
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Court Reporting
— Shorthand
— Stenomask
Executive Receptionist
Secretarial Arts
— Word Processing
— Word Processing Operator
— Word Processing — Legal

Electro-Mechanical Division
Welding Specialist
Instrumentation Engineering Technician — Industrial
Instrumentation Engineering Technology — Industrial
Electronics Engineering
— Technology
— Technician
Electrical Engineering
— Technology
— Technician
— Technician — Design
Mechanical Engineering Technician
— Toolmaking
— Drafting Design
— CAD/CAM
Welding Technician

Academic Division
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Theatre Arts
Energy Conversion Technology

Fashion Division
Apparel Management
Creative Fashion Design
Jewellery Arts
Jewellery Repairs
Gemmology
Gem Setting
Commercial Ceramics
Hand Engraving
Watchmaking
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Admissions offices' hours for registration:

Casa Loma Campus
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Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.

The George Brown Theatre
530 King St. E.

Nightingale Campus
2 Murray Street
Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.

Kensington Campus
21 Nassau Street
Mon. to Thurs., noon to 6 p.m.
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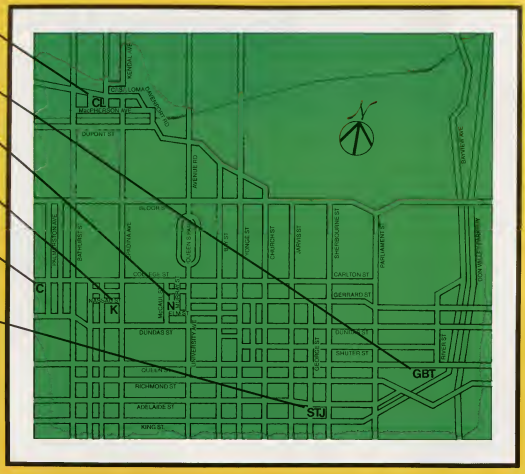

During the peak registration period from March 1 to April 26, Admissions offices' hours will be extended to 7:30 p.m., Monday through Thursday, at all campuses except College Street.

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